ACTION PLAN TEMPLATE

PROJECT NAME
Iteration 1

ACTION	RESPONSIBLE	PRIORITY	STATUS	START	END	NOTES
Goal #1: Vision Document	Tomal H.					
Identify venue options	Sally J.	High	Complete	9/30	10/2	
Visit venues	Sally J.	High	Complete	10/5	10/9	Must send contracts by 10/10
Goal #2: Secure Speakers						
Recruit speakers	Sally J.	High	In progress	10/7	10/12	
Speaker bios	Sally J.	Medium	Not started	10/12	10/14	
Create and send speaker packets	Maria S.	Medium	Not started	10/13	10/16	Send to stakeholders
Confirm speakers	Sally J.	High	Not started	10/17	10/18	
Goal #3: Recruit Sponsors						
Identify sponsors	John S.	High	In progress	10/13	10/19	
Write up sponsor agreement	Maria S.	Medium	Not started	10/15	10/16	
Send emails	John S.	High	In progress	10/19	10/21	
Make cold calls	John S.	Medium	Not started	10/21	10/23	From sales team
Goal #4: Promote event						
Create banners	Morgan K.	Low	Not started	10/26	10/28	
Order swag	Morgan K.	Low	Not started	10/28	10/28	Coffee mugs, totes, pencils
Create social media strategy	Corrine J.	Low	In progress	10/13	10/26	
Make marketing materials	Karen Z.	High	Not started	10/26	10/30	

Iteration 2 Plan

ACTION	RESPONSIBLE	PRIORITY	STATUS	START	END	NOTES
revised UCD(5)	shoaib	med		2/5	2/24	
revised Domain model(5)	masoud	med		2/5	2/24	
new UCD 1(10) - landing on barricade	fahad	highest		2/5	2/26	
new UCD 2(10) - select difficulty	gowtham	highest		2/5	2/26	
Sequence diagram 1(15)	shoaib	high		2/5	2/28	
Sequence diagram 2(15)	liam	high		2/5	2/28	
overall class diagram(10)	masoud	high		2/5	2/28	
minor release-match to spec(15)	gowtham/fahad	depends on rest		2/5	3/2	
minor release-quality and clarity(10)	liam/masoud	depends on seq		2/5	3/2	