Conference Planning Gantt Chart

Working weeks

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 |

Publicity and Communications
Assess Stakeholder Requirements
Prepare Initial Publicity
Register Interest Form Opens
Initial Publicity
Register Interest Form Closes
Prepare Main Publicity
Registration Opens
Main Publicity
Registration Closes
Respond to attendee queries
Distribute information to attendees
Conference Content
Speaker search
Obtain impressive keynote speaker
Keynote Speaker Confirmed
Invite Other speakers
Other Speakers Confirmed
Facilities (Venue and Catering)
Investigate Potential Venues
Book Venue & Pre-book caterers
Confirm numbers with caterers
Finance
Create Financial Plans
Financial Plans Finalised
Entertainments
Research potential entertainment
Book evening entertainment
Operations
Conference Set Up
Day of Conference
Conference clean-up
Post-conference duties

Key:
Tasks
Category — Deliverables
Task on Critical Path — Dependency
Task not on Critical Path — Slack

Slack

Slack