

Lean Seminar III Team West and Union County

Revised 5/6/03

Items in roman type are original project plan; items in *italic* are actual dates and/or tasks

Done	Complete by	Task	Responsible party
✓	4/22/03	Hold initial planning meeting	All
✓	4/24/03	Reserve room at Dublin Center	Ann/Melissa
✓	4/25/03 4/23/03	Create mailing list	Aaron
✓	4/30/03 4/25/03	Review/revise mailing list	Charlie/Ann
✓	4/24/03	Edit trifold brochure	Gina
✓	NA/ 4/29/03	<i>Split mailing list into mfg and non-mfg (task added 4/29)</i>	<i>Charlie/Aaron</i>
✓	NA/ 4/30/03	<i>Create additional non-mfg version of trifold brochure (task added 4/29)</i>	<i>Aaron/Gina</i>
✓	4/30/03 5/1/03	Trifold to duplication	Gina
✓	5/2/03 4/25/03	Export mailing list, email to mailroom	Aaron
✓	NA/ 5/7/03	<i>Print mailing labels (task added due to absence in mailroom)</i>	<i>Gina</i>
✓	5/7/03 <i>TBD (by 5/12)</i>	Mail materials	Gina/mailroom
✓	5/9/03-6/11/03	Take registrations	Gina
✓	Weekly	Update participant list and circulate to team leaders	Gina
✓	6/2/03	Draft thank-you/followup letter	Aaron
✓	6/11/03	Close registration	N/A
✓	6/11/03	Finalize catering arrangements: update number of participants	Gina
✓	6/12/03	Purchase participant folders from bookstore	Gina
✓	6/16/03	Assemble participant giveaway bundles (video, popcorn, etc.)	Patty

Done	Complete by	Task	Responsible party
✓	6/16/03	Create/duplicate all participant materials: <ul style="list-style-type: none"> • Sign-in sheets • Name tents • Powerpoint presentation • Self-analysis • Signage for Center 	Gina
✓	6/18/03	Hold seminar	All
✓	6/20/03	Review self-assessments	Ann/Charlie
✓	6/20/03-on	Followup with leads as appropriate	Charlie/team members
✓	6/24/03	Enter participants in ACT! with appropriate notes	Gina
✓	6/24/03	Send thank-you/followup letter to participants	Gina