

Resource Report: Guest Lectures

Name	Start Date	End Date	Duration	% Complete	Assignment Cost
Lead/Grad Student	T day 12:00 AM	T+19w 12:00 PM	> 10w 2d 5.25h	0%	
Determine advertising means and approach	T day 12:00 AM	T day 12:00 AM		0%	
Assign project team and contact numbers, responsibilities	T day 8:00 AM	T+1w 1d 5:00 PM	1w 2d	0%	
Create invitee list	T day 8:00 AM	T+1w 2d 8:40 AM	< 1w 2d 0.75h	0%	
Assign one KIIC team member to each date ("KIIC host")	T+1w 2d 8:00 AM	T+1w 2d 10:00 AM	2h	0%	
Meet and communicate roles	T+1w 2d 10:00 AM	T+1w 2d 1:40 PM	< 2.75h	0%	
Determine dates	T+2w 10:00 AM	T+3w 2d 10:00 AM	1w 2d	0%	
Dedicate staff to advertising	T+2w 6d 1:00 PM	T+3w 10:00 AM	2h	0%	
Secure speakers for each date	T+3w 2d 10:00 AM	T+3w 4d 10:00 AM	2d	0%	
Create KIIC master calendar	T+3w 2d 1:00 PM	T+6w 1d 12:00 PM	2w 4d	0%	
Advertise	T+5w 5d 1:00 PM	T+7w 1d 5:00 PM	1w 2d	0%	
Approach professors whose courses are pertinent and provide information for their students to attend	T+8w 6d 3:00 PM	T+10w 1d 5:00 PM	1w 2d	0%	
Determine food budget	T+10w 1d 3:00 PM	T+10w 1d 5:00 PM	2h	0%	
KIIC host to meet speaker 15 minutes early @ location	T+19w 10:00 AM	T+19w 12:00 PM	2h	0%	
If speaker requested time monitoring, monitor (e.g. hands up for five minutes left, etc.)	T+19w 10:00 AM	T+19w 12:00 PM	2h	0%	

Student Support (undergrad)	T day 8:00 AM	T+19w 12:00 PM	> 10w 4d 7.25h	0%	
Gather contact information and create group communication resource (distribution list, shared team portal, etc.).	T day 8:00 AM	T+1w 1d 5:00 PM	1w 2d	0%	
Create invitee list	T day 8:00 AM	T+1w 2d 8:40 AM	< 1w 2d 0.75h	0%	
Assign resource (s) to manage RSVPS	T+1w 2d 8:00 AM	T+1w 2d 10:00 AM	2h	0%	
Meet and communicate roles	T+1w 2d 10:00 AM	T+1w 2d 1:40 PM	< 2.75h	0%	
Check faculty lecture dates	T+1w 5d 10:00 AM	T+2w 10:00 AM	2h	0%	
Find space for max 100 people	T+1w 5d 1:00 PM	T+2w 10:00 AM	2h	0%	
Assign photographer, give dates	T+2w 6d 10:00 AM	T+3w 10:00 AM	2h	0%	
Assign Ursuline AV point person	T+2w 6d 1:00 PM	T+3w 10:00 AM	2h	0%	
Secure space for each date	T+3w 2d 10:00 AM	T+3w 2d 12:00 PM	2h	0%	
Advertise	T+5w 5d 1:00 PM	T+7w 1d 5:00 PM	1w 2d	0%	
Determine if speaker wants do use power point or pure lecture	T+6w 1d 3:00 PM	T+6w 1d 5:00 PM	2h	0%	
Prepare copies of calendar of all events to be distributed @ lecture and kickoff exhibit	T+7w 3:00 PM	T+7w 1d 3:00 PM	1d	0%	
Provide AV (audio visual) requirements and room setup to Ursuline staff	T+7w 1d 3:00 PM	T+7w 1d 5:00 PM	2h	0%	
Send out invitations	T+8w 6d 3:00 PM	T+9w 10:00 AM	2h	0%	
Track RSVPs	T+9w 10:00 AM	T+14w 3d 10:00 AM	5w 3d	0%	
Determine food headcount (suggest: RSVP results + 10%)	T+14w 3d 10:00 AM	T+14w 4d 10:00 AM	1d	0%	
	T+14w 4d	T+15w			

Order food	T+14w 4d 10:00 AM	T+15w 10:00 AM	1d	0%	
Seat attendees	T+19w 10:00 AM	T+19w 12:00 PM	2h	0%	
Dr. Stith	T day 8:00 AM	T+19w 12:00 PM	< 4w 3d 6.25h	0%	
Create invitee list	T day 8:00 AM	T+1w 2d 8:40 AM	< 1w 2d 0.75h	0%	
Assign Wiki master	T+1w 2d 8:00 AM	T+1w 2d 10:00 AM	2h	0%	
Meet and communicate roles	T+1w 2d 10:00 AM	T+1w 2d 1:40 PM	< 2.75h	0%	
Determine amount of sessions	T+1w 5d 10:00 AM	T+2w 10:00 AM	2h	0%	
Create Wiki repository	T+1w 5d 1:00 PM	T+2w 5:00 PM	1d	0%	
Post roles and responsibilities	T+1w 6d 1:00 PM	T+3w 1d 5:00 PM	1w 2d	0%	
Post calendar	T+6w 1d 1:00 PM	T+7w 3d 12:00 PM	1w 2d	0%	
Introduce speaker (begin lecture)	T+19w 10:00 AM	T+19w 10:48 AM	> 0.75h	0%	
Thank the GS. Mention the next session. Have printed calendar of all KIIC events to pass out.	T+19w 10:00 AM	T+19w 10:24 AM	< 0.5h	0%	
Post Photos.	T+19w 10:00 AM	T+19w 12:00 PM	2h	0%	
Conclude lecture. Assist with program questions from attendees as needed (KIIC host)	T+19w 10:00 AM	T+19w 11:36 AM	> 1.5h	0%	
Introduce speaker to key players (honored guests)	T+19w 10:00 AM	T+19w 12:00 PM	2h	0%	
Ursuline AV Support	T+19w 10:00 AM	T+19w 12:00 PM	2h	0%	
Place microphone the GS	T+19w 10:00 AM	T+19w 12:00 PM	2h	0%	
Photographer	T+19w 10:00 AM	T+19w 12:00 PM	4h	0%	

Take pictures for publication	T+19w 10:00 AM	T+19w 12:00 PM	2h	0%	
Post Photos.	T+19w 10:00 AM	T+19w 12:00 PM	2h	0%	
Graphics students	T day 8:00 AM	T+5w 2d 5:00 PM	5w 3d	0%	
Create ad copy (project-wide)	T day 8:00 AM	T+5w 2d 5:00 PM	5w 3d	0%	

Exported 8/24/09

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