



# SAMPLE WORK PLAN

*Business Membership Work Plan (Bill Bracken, Project Coordinator)*

Task	Who	J	A	S	O	N	D	J	F	M	A	M	J
Set project goals	Bill		█	█									
Create membership policies	Bill		█	█									
Select themes	Bill		█	█									
Research prospects	Thom		█	█	█		█	█					
Target businesses	Pete		█	█	█								
Assign solicitors	Jim			█	█	█	█	█					
Create materials	Sidnee	█	█	█	█								
Solicitor orientation	Marc			█	█								
Mail letters	Thom				█	█		█	█				
Personal contacts	Bill					█	█	█	█	█	█		
Corporate grant applications	Thom					█	█		█	█			
Update prospect list	Thom						█	█		█	█		
Evaluate project	Bill							█			█		
Thank members	Jim							█	█		█	█	