

Project Planning

PRIORITY

A, B, C

COMPLETED

Large Projects

<input type="checkbox"/>	1	Reconfigure Car Parks and Entrance	Consensus	<input type="checkbox"/>
<input type="checkbox"/>	2	Fix Drainage and Guttering in South Side by Walkway	Consensus	<input type="checkbox"/>
<input type="checkbox"/>	3	_____		<input type="checkbox"/>
<input type="checkbox"/>	4	_____		<input type="checkbox"/>
<input type="checkbox"/>	5	_____		<input type="checkbox"/>

Medium Projects

<input type="checkbox"/>	1	Spruce Up Hall - Inside	Consensus	<input type="checkbox"/>
<input type="checkbox"/>	2	Spruce Up Hall - Outside	Consensus	<input type="checkbox"/>
<input type="checkbox"/>	3	_____		<input type="checkbox"/>
<input type="checkbox"/>	4	_____		<input type="checkbox"/>
<input type="checkbox"/>	5	_____		<input type="checkbox"/>

Small Projects

<input type="checkbox"/>	1	Grants/Funding	Consensus	<input type="checkbox"/>
<input type="checkbox"/>	2	Improve Business Operations	Consensus	<input type="checkbox"/>
<input type="checkbox"/>	3	Paperwork - Licenses, Health & Safety, Asset Register	Consensus	<input type="checkbox"/>
		Update Constitution, Trust, update bank mandate, update rules of hire, website.	Consensus	
<input type="checkbox"/>	4	_____		<input type="checkbox"/>
<input type="checkbox"/>	5	_____		<input type="checkbox"/>

The principles of Project Management

1. Projects must align with our overall strategy
2. We will hang projects on our strategy
3. We will hang tasks on our projects
4. We will identify and match resources
5. Do a Cost Benefit Analysis
6. We will report our achievements

Inside Task List

PRIORITY

A, B, C

COMPLETED

- | | | | | |
|--------------------------|----|--|----------------------------|--|
| <input type="checkbox"/> | 1 | New vacuum and new mop, floors time consuming
(or hire cleaning company that brings their own equipment.) | Concensus | <input type="checkbox"/> |
| <input type="checkbox"/> | 2 | Deep clean wet room floors in entry & bathrooms
(scrub, steam, chemical, etc) to see if it provides an improvement.) | Concensus | <input type="checkbox"/> |
| <input type="checkbox"/> | 3 | Hanging ceiling tiles in bathroom (replace stained ones) | Concensus | <input type="checkbox"/> |
| <input type="checkbox"/> | 4 | Get keys to be able to open locked kitchen windows | Concensus | <input type="checkbox"/> |
| <input type="checkbox"/> | 5 | Bins - in general, we want people to take their own rubbish.
However, that is not always feasible, so we need a trash management solution.
To deal with trash during events: paper, plastic, food waste, general.
Stackable, colour coded bins when not in use.... | Concensus | <input type="checkbox"/> |
| <input type="checkbox"/> | 6 | Reduce / remove stage ==>> Serving Hatch | Concensus | <input type="checkbox"/> |
| <input type="checkbox"/> | 7 | AV review - donation of Pioneer amplifier, to have less clutter
AV review - donation slightly better projector, with 9v screen trigger
AV review - donation Subwoofer to have better sound | Harlan
Harlan
Harlan | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
| <input type="checkbox"/> | 8 | | | <input type="checkbox"/> |
| <input type="checkbox"/> | 9 | | | <input type="checkbox"/> |
| <input type="checkbox"/> | 10 | | | <input type="checkbox"/> |
| <input type="checkbox"/> | 11 | | | <input type="checkbox"/> |
| <input type="checkbox"/> | 12 | | | <input type="checkbox"/> |

The six principles of Time Management.

- | | |
|---|---|
| 1. Create a Daily to do list | 4. Handle each piece of paper only once. |
| 2. List goals and set priorities, A, B, C.... | 5. Do it now! |
| 3. Do A's first. | 6. What is the best use of my time right now? |
- Get your act together.**

Outside Task List

PRIORITY

A, B, C

COMPLETED

- | | | Idea from: |
|--------------------------|--|------------------------------------|
| <input type="checkbox"/> | 1 <u>Remove red flood sandbags, sheep troughs</u>
Take it all to the dump (but keep the plants) | Consensus <input type="checkbox"/> |
| <input type="checkbox"/> | 2 <u>Move loose handrail (behind Camellia) over to emergency exit</u> | Consensus <input type="checkbox"/> |
| <input type="checkbox"/> | 3 <u>Safety strip the emergency exit step</u> | Consensus <input type="checkbox"/> |
| <input type="checkbox"/> | 4 <u>Replace side grass with membrane & gravel (easy to manage)</u> | Consensus <input type="checkbox"/> |
| <input type="checkbox"/> | 5 <u>Move + re-design, wooden bin stores to make user friendly</u> | Consensus <input type="checkbox"/> |
| <input type="checkbox"/> | 6 <u>Milk Truck (and Bouncy Castle) Power Management</u>
Run Cable with switchable Electric Power Point from hall to Planter
Build New Planter as Traffic Management surrogate | Consensus <input type="checkbox"/> |
| <input type="checkbox"/> | 7 <u>Excavation of Soak-Away & Fix Drain Pipes</u> | Consensus <input type="checkbox"/> |
| <input type="checkbox"/> | 8 <u>Consider Defibrillator Placement</u> | Consensus <input type="checkbox"/> |
| <input type="checkbox"/> | 9 <u>Don't Paint Outside, just rear & front emergency exit doors</u> | Consensus <input type="checkbox"/> |
| <input type="checkbox"/> | 10 <u>Remove white planks & tubs</u>
Take it all to the dump (but keep the plants) | Consensus <input type="checkbox"/> |
| <input type="checkbox"/> | 11 <u>Consider installing a concrete curb</u> | Consensus <input type="checkbox"/> |
| <input type="checkbox"/> | 12 _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | 13 _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | 14 _____ | <input type="checkbox"/> |

These are things that can be worked in by anyone who has the time
 They do not require money.
 They may require a lead person to coordinate a small volunteer work party
 Example: clean-up of the gravel on the road.