


## Partnership Award Program -- Master Schedule

Program Element	Month:	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Receive commitment from CPF and a tentative CPA event date		☑															
Establish project plan			☑														
Recruit organizing committee			☑														
Establish project budget				☑													
Confirm event location availability; fix event date				☑													
Implement event plan				☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	★			
Recruit keynote speaker				☞	☞	☑											
Develop promotional collaterals					☑												
Implement sponsor plan					☞	☞	☞	☞	☞	☞	☑			★			
Conduct promotion campaign					☞	☞	☞	☞	☞	☞	☞	☞	☞	★	☞		
Develop application process					☑												
Solicit applications					☞	☑											
Recruit selection committee						☑											
Receive applications							☑										
Evaluate applications							☞	☑									
Advise finalists										☑	...	...	...	...	★		
Create finalist videos											☞	☞	☞	★			
Shoot, review event video														☞	☑		
Document program evaluation															☞	☑	
Update websites, data & video																☑	
Establish next cycle plan		↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	☑
Monthly report to CPF		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R

 Working an element plan

"Must complete" date

 CPA Event

**R** Report