### It is a truth universally acknowledged that conventions run better & smoother with a Timeline

A project's time line is a road map to completion. While it is possible to drive from the East Coast of the US to the West Coast without a map, it is infinitely easier, faster, and less stressful with one.

Timelines...

- help DH's track the progress of their division's projects and add more resources if necessary.
- help committee members think about and plan their areas
- facilitate inter-divisional communication
- help the convention avoid foreseeable legal and financial emergencies

## So what information is included in a Timeline?



## **CRITICAL INFORMATION**

Mandatory for all Division Heads

#### **EXAMPLES of VENDOR COMMITMENTS**

- Deposit due to convention center
- Catering order due to convention center's caterer
- Room reservation cut-off date & block review

#### EXAMPLES of MANDATED DEADLINES

- WSFS comes to mind
- Tax or corporate filing deadlines
- Member registration deadline for Hugo voting eligibility

#### EXAMPLES of INTERNAL DEADLINES

- Submission deadline for program book articles
- Anticipated progress report distribution dates
- Next registration rate hike anticipated

### **EXAMPLES of OTHER IMPORTANT DATES**

- Smofcon dates
- Seated Worldcon dates
- Division head, committee, or in-person staff meeting dates

MANDATED DEADLINES such as legal, governmental, and other external regulatory deadlines

**VENDOR COMMITMENTS** such as

contractual & financial deadlines

INTERNAL DEADLINES such as deadlines affecting your division staff, another division, or the committee as a whole

**OTHER IMPORTANT DATES** such as committee meetings dates and the dates of significant conventions

# **KEY DELIVERABLE DATES**



### WHAT ARE KEY DELIVERABLES?

Key Deliverables are products, either tangible or intangible, for which the division is responsible; this includes information, services, physical items, or events.

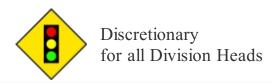
### HOW TO IDENTIFY A DIVISION'S KEY DELIVERABLES

What are your division's primary products, its major contributions to the convention? What is the projected delivery date for each?

## **EXAMPLES of KEY DELIVERABLES**

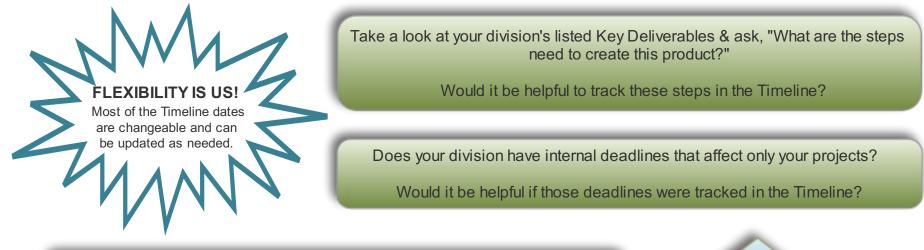
- WSFS Division is responsible for delivering rockets & bases for the Hugo awards
- Events Division is tasked with delivering the Hugo Awards Ceremony
- Marketing & Outreach Division is responsible for delivering a web site as well as numerous updates
- Finance Division is responsible for providing a working convention budget
- You get the idea...

## **HELPFUL INFORMATION**



In addition to critical deadlines and key deliverables, the Timeline can help DH's plan for the future:

- Timeline can help a division breakdown projects into achievable steps.
- You can get as detailed as you want or as simple as you want whatever works for you.
- This type of Timeline data is optional, but all DH's are urged to use the Timeline to help plan the upcoming months. The Timeline is here to help you do your job better and with a whole lot less stress.



Are there actions or deadlines about which it would be helpful to received a reminder?



## Send it to the Timeline!