

Accelerated Planning Technique™

Schedule for: Market Awareness Plan

Proposed
Accepted 3

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WHAT: Implementation Steps, Deliveries, Milestones, Key Events, Tasks, Activities etc.	WHO ↓ ↓ ↓	Day																								
		Week	#5	#6	#7	#8	#9	#10	#11	#12	#13	#14	#15	#16	#17	#18	#19	#20	#21	#22	#23	#24	#25			
		Month	Jan	Feb	Feb	Feb	Feb	Mar	Mar	Mar	Mar	Mar	Apr	Apr												
		Date	*27	*3	*10	*17	*24	*2	*9	*16	*23	*30	*6	*13												
Finalize requirements Client Survey System	KS	Plan	█																							
		Actual	█																							
Present system overview to board	JW	Plan		█																						
		Actual		█																						
Obtain Board Approval	JB	Plan		█																						
		Actual		█																						
System & Development Database & forms etc	JW	Plan	█																							
		Actual	█																							
Sales Team Briefing	JW	Plan																								
		Actual																								
Managers Briefing	JW	Plan																								
		Actual																								
Data Collection Begins	JB	Plan	█																							
		Actual	█																							
First Reports	JB	Plan																								
		Actual																								
Monthly Reports	JB	Plan																								
		Actual																								
1	3	Plan																								
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A blank template for you to photocopy is in the APT Resource manual

This indicates the current status of the project

Use this Gantt Chart to give your project "visibility".

1. List the plan's milestones, steps, key events etc in left hand column
2. Create an appropriate time scale as shown in item 2
3. Note down who is Responsible & Accountable for delivery
4. Using a coloured marker, indicate when the event should occur
5. Using a different colour, plot on the chart the actuality — when it did occur

The system works best if the chart is displayed in a prominent place.

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Comments * = Week commencing █ = When event is planned to occur
█ = When event did occur

You can add another page here ----->