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?

Mandatory for DH's

CRITICAL DEADLINES

Mandatory for DH's

KEY DELIVERABLE DATES

Discretionary

HELPFUL INFORMATION

CRITICAL INFORMATION

VENDOR COMMITMENTS such as contractual & financial deadlines

EXAMPLES of VENDOR COMMITMENTS

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

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

EXAMPLES of MANDATED DEADLINES

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

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

EXAMPLES of INTERNAL DEADLINES

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

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

EXAMPLES of OTHER IMPORTANT DATES

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

KEY DELIVERABLE DATES

Mandatory
for all Division Heads

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

Discretionary
for all Division Heads

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.

FLEXIBILITY IS US!
Most of the Timeline dates are changeable and can be updated as needed.

Take a look at your division's listed Key Deliverables & ask, "What are the steps need to create this product?"

Would it be helpful to track these steps in the Timeline?

Does your division have internal deadlines that affect only your projects?

Would it be helpful if those deadlines were tracked in the Timeline?

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

Yes?

Send it to the Timeline!