"THE WELL" PROJECT PLAN

	Date	Task	Assigned to
☐	2/16/2014	Determine budget for "The Well" project	Mike Strawn, Team Leaders
☐	1/5/2014	Finalize Team Assignments & Team Leaders	Mike Strawn
☐	1/5/2014	Determine Team Member availability (hrs. per month)	Team Leaders
☐	1/5/2014	Determine which Team Member training is mandatory prior to launch	Mike & Cory Strawn
☐	1/12/2014	Schedule Training based on Team Member availability	Mike & Cory Strawn
☐	1/19/2014	Determine Marketing Strategy & Options based on price & priority	Promotions Team
☐	1/26/2014	Schedule Marketing Strategies based on what is cost effective	Promotions Team
☐	1/26/2014	Determine first 3 months of Teaching Themes	Mike Strawn & Teaching Team
☐	1/26/2014	Schedule first 3 months of Teachers based on availability & theme	Mike Strawn & Teaching Team
☐	2/9/2014	Develop marketing materials based on first 3 months themes	Promo Team
☐	1/26/2014	Develop Worship Teams (members, availability, styles)	Worship Team Leader(s)
☐	1/26/2014	Develop Worship Music themes & setting for the Fellowship Hall	Mike Strawn & Worship Team Leader(s)
☐	2/9/2014	Create decorations, lighting, seating style for Fellowship Hall	Promo Team & Worship Team Leader(s)
☐	1/12/2014	Schedule Worship Team rehearsals - consider Church Master Schedule	Worship Team Leader(s)
☐	1/5/2014	Conduct Small Group Training for the entire Team	Cory Strawn
☐	1/26/2014	Conduct Leadership Training for the entire Team	Wade Nelson & Mike Strawn
☐	2/9/2014	Conduct Spiritual Gifts Training for the entire Team	Mike & Cory Strawn
☐	1/26/2014	Create Guest Tracking methodology for guest follow-up	Small Group Team
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☐		**Launch Date preparations:**	
☐	2/23/2014	Review, edit, approve Promo Materials	Mike Strawn & Promo Team Leader
☐	3/2/2014	Print Promo Materials	Promo Team Leader
☐	3/9/2014	Distribute Promo Materials	Entire Team
☐	1/19/2014	Worship Team Rehearse for launch	Worship Team
☐	2/23/2014	Order any decorations needed for launch	Promo Team Leader
☐	2/2/2014	Prayer Team to meet and pray for the launch	Prayer Team
☐	3/2/2014	Prepare a Promo Slide for Church Loop, Website, Sunday Announcements	Promo Team
☐	3/2/2014	Design and create Lanyards for The Well Team members	Promo Team
☐	2/2/2014	Teacher preparation for launch message	Mike Strawn & Teaching Team
☐	3/9/2014	Logistics Team - dry-run of Set-Up & Tear down - determine time req'd	Logistics Team
☐	1/19/2014	Sound Engineering Training	Rob Kroft, Logistics/Sound Team
☐	1/19/2014	Media Training (Planning Center On-Line, ProPresenter 5)	Mike Strawn,Logistics/Media Team
☐	3/9/2014	Select Date for Pre-Launch dry-run Service	Mike Strawn, Team Leaders
☐	3/16/2014	Execute the Pre-Launch dry-run Service	All Teams
☐	3/16/2014	Assess effectiveness of dry-run Service, discuss adjustments, improvements	All Teams
☐	3/16/2014	Determine Launch Date based on how many adjustments need to be made	All Team Leaders
☐	3/23/2014	Launch full-scale Promo effort	Promo Team
☐	3/23/2014	Announce The Well Launch in Church Services several weeks in advance	Mike Strawn, Team Leaders
☐	4/26/2014	Launch - The Well	All Teams
☐	4/27/2014	Assess effectiveness of the Service, discuss adjustments, improvements	All Team Leaders
☐	4/27/2014	Schedule Service #2	Mike Strawn, Team Leaders
☐	5/31/2014	The Well - Service #2	All Teams