MAINE MEMORY NETWORK PROJECT COMPONENTS:

WORK PLAN WORKSHEET

Use this sample worksheet in conjunction with the document **Maine Memory Network Basic Project Planning Guide**. Refer to the section in that document called "Developing a Work Plan" to begin sorting out who will do the various activities required by the project and how/where/when they will get done. Then use the following form as a template to adapt to your project's specific needs.

Create separate tables for each separate project component as applicable:

- **Digitization** (which itself breaks down into scanning, cataloging, uploading)
- **Online Exhibits** (which includes Digitization, Research, the Writing Process, and the Online Constructing of Exhibits)
- **Website Building** (which includes all the previous components plus the Construction of a Website).

It's simplest to do one table for each major heading, but if you have a lot of individuals on your team and the work is spread out, tables for each sub-component may be warranted. Be sure to distribute a copy of the final full work plan to each member of your project group!

Maine Memory Network | *Work Plan Worksheet*

PROJECT COMPONENT: [Digitization, Online Exhibits, etc. OR Digitization: Scanning, Online Exhibits: Research, etc.]

INDIVIDUAL(S)	SPECIFIC TASK(S)	CONTENT (Include #s if Possible)	SCHEDULE	VENUE	DEADLINE

Individuals = the person or persons who will complete the work

Specific tasks = what part of the process they will take on

Content = the actual items, research, info., etc. they will be working with

Schedule = Days of the week and hours they will be working

Venue = where they will be working

Deadline = Completion date for team and/or MHS (two dates?)

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