

Activity	Task lead	Others	Notes	Phase	Deadline	Phase 1				Phase 2				Phase 3				Phase 4				Phase 5			
						Jan	Feb	March	April	May	June	July	August	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Global Patients Congress 2014																									
1. Project Management																									
Develop PID for internal use	JG	All	Completed	1	15 April 2013																				
Overall Concept and rationale document for external use	JG	All	Completed	1	30 April 2013																				
Develop Advisory Committee procedure and timeline	RJ	RJ/All	Completed	1	31 March 2013																				
Set up Expert Advisory Committee	RJ	JG	Completed	2	1 May 2013																				
Advisory Committee monitoring	RJ		Completed																						
Governing Board Involvement - table				2	28 February 2014																				
Write budget and get approval for budget	JG	LJ/GW	Completed	1	12 April 2013																				
Develop registration fee structure	JG	CS/CS/dj	Completed	1	21 June 2013																				
Develop fundraising plan	RJ	JG	Completed	1	31 March 2013																				
Sponsorship opps	RJ		Complete	1	28 February 2014																				
Managing budget and banking	JG	LJ/GW	Completed	2-4	Ongoing																				
Understand fundration activities	RJ	All	Completed	2-4	Ongoing																				
Coordinate Exhibitors and Exhibition	CS		Completed	2-4	Ongoing																				
2. Congress Logistics																									
Confirm dates of Congress	JG	Board	Confirmed	29-31	March 2014																				
Hire of events organizer	JG	YD	Completed	1	28 February 2013																				
Venue scoping with list of criteria including accessibility	CS	JG/LJ	Completed	1	31 March 2013																				
Confirm Venue/Hotel	JG	CS	Completed	2	30 June 2013																				
Confirm Event Insurance	CS	JG	Completed	2	30 June 2013																				
Confirm AV	CS	JG	Completed	3	31 August 2013																				
Confirm commo options (Mittuu/Health Unlocked)	CS	JG/YD	Completed		31 January 2014																				
Catering	CS		Completed	3	28 Feb 2014																				
Onsite Logistics Plan (inc. shuttle service)	CS	JG	Completed	4	21 March 2014																				
IAPD plan of days	LC	All	Completed	4	7 March 2014																				
Congress Volunteers	YD/RJ	All	Completed	1-4	30 December 2013																				
3. Congress Programme																									
Develop concept for capacity building/member focus - aims/structure	CS	All	Completed	1	28 March 2013																				
Develop concept for policy focus - aims/structure	JM	All	Completed	2	28 March 2013																				
Programme structure	JG	All	Completed	1	30 June 2013																				
Open-call procedure (deadline 9 August, confirmation end August)	RSJ	JG	Completed	1	30 Sept 2013																				
Open-call application review	RSJ	JG	Completed	2	30 Oct 2013																				
Develop title	JG	All	Completed	2	30 June 2013																				
Develop workshop/session outlines - policy	RSJ		Completed	2	30 December 2013																				
Develop workshop/session outlines - capacity building	MM		Completed	3	30 Dec 2013																				
Develop preliminary programme	CS	All	Completed	2	30 July 2013																				
Develop final programme	CS	All	Completed	3	30 December 2013																				
Finalise Congress handbook	CS	All	Completed	4	28 February 2014																				
Delegate bag contents	CS		Completed	3	31 January 2014																				
IAPD Non-Programme Sessions/Events/member area/social programme and member side meetings	CS/MM		Completed	3	31 October 2013																				
Thank you dinner venue	CS		Completed																						
4. Speakers and Delegates																									
Develop bursary programme and timeline	CS	RSJ/LJ	Completed	1	19 April 2013																				
Keynote invitations	CS	JG/RSJ	Completed	1	7 June 2013																				
Develop joining instructions for delegates/speakers/sponsors	CS		Complete	1	September 2013																				
Visa Procedures finalised	CS	All	Complete	2	31 July 2013																				
Undertake bursary programme	MM	LJ	Complete	2	31 August 2013																				
Seeker invitations	CS	All	Completed	2	2013																				
System for seeker / facilitate coordination	CS		Complete	2	18C																				
System for delegate administration	CS	All	Complete	2	31 May 2013																				
Speaker expenses	CS	All	Completed	4	31 May 2014																				
Invited guests decided and invited	All	CS	Completed	3	30 November 2013																				
Registration update	CS		Completed	3-4	28 March 2014																				
Coordination of Board (LJ), speaker and bursary (travel, visas and per diems)	CS	LJ	Completed	3	28 February 2014																				
5. Partnerships																									
Endorsement/external partnerships strategy and plan	RJ	JG	Complete	1	30 April 2013																				
Coordination of endorsements	RJ	LJ	Complete	2-3	31 October 2013																				
6. Congress Marketing and Communications																									
Development of marketing and communications plan	CS	LJ/RSJ	Completed	1	30 June 2013																				
Development of initial marketing materials	CS	LJ	Complete	2	30 July 2013																				
Undertake marketing and communications activities	CS	LJ/RSJ	Completed	2-3	July 2013 - February 2014																				
Develop media plan	JG	RJ/All	Complete	4	4 March 2014																				
Congress Materials - powerpoint, handbook, congress bag, business, business cards, etc.	CS	All	Complete	4	21 March 2014																				
Onsite communications and social media plan (social media etc)	RJ	All	Completed	4	31 January 2014																				
IAPD development of slides	RJ	ALL for own slides	Completed	4	20 March - LC check 11am 21 March																				
7. Post Conference Activities																									
Development of Congress Evaluation Plan	RSJ		Complete	2	30 July 2013																				
Finalise evaluation materials (individual session coordination needs but overall evaluation to electronic)	RSJ		Completed	3	31 January 2014																				
Undertake Evaluation activities	RSJ		Data collected - next steps - write evaluation report	4	For EC by end July then a short and long term evaluation																				
Mittuu	RJ	IF/Shan	To finalise video wall and video - develop	4	Poss move to Sept/Oct 2014																				
Financial reporting for EC	RJ	CS RSJ And RJ	to review requirements	5	16 July 2014																				
Budget close	JG	LJ/CS		5	16 July 2014																				
Plan for Congress Report		LJ	Completed	5	11 April 2014																				
Congress Report	All	LJ to coordinate	All to do sections	5	Draft by 31 May Final by 31 June 2014																				
Dissemination of Congress Report - email	LJ		Complete	5	31 June 2014																				
Thank you letter to everyone (sponsors and speakers - CS) (session speakers - leads) (sponsors - JG/RJ)	CS	All	Completed	5	11 April 2014																				
Sponsorship follow up and reporting (put data in Salesforce)	RJ		Medtronic - mid 2015	5	December 2014																				
Put campaign attributes on Salesforce	LJ		Completed	5	31 July 2014																				
Close project	JG			5	31 July 2014																				
Planning for 2016 Congress					8 August 2014																				
Planning session for 2016 Congress	JG			5																					

Name	Area
Jo Groves (JG)	Leading Project Management
Conrad	Concept and rationale
Financial Management	Financial Management
Rachel Seal-Jones (RSJ)	Open call procedure
Evaluation strategy and plan	Evaluation strategy and plan
Policy programme management	Policy programme management
Speakers management	Speakers management
Rebecca (Becky) Johnson (RJ)	Endorsement/external partnerships strategy and plan
Fundraising and Sponsorship	Fundraising and Sponsorship
Industry Partners	Industry Partners
Project Management	Project Management
Yasemin Di (YD)	Logistics
Government Board Involvement	Government Board Involvement
Congress report	Congress report
Capacity building programme management	Capacity building programme management
Non programme sessions	Non programme sessions
Bursary programme	Bursary programme
Member management, speakers and plan	Member management, speakers and plan
Back up logistics	Back up logistics
Linda Craik (LC)	Congress report
Venue management	Venue management
Delegate management	Delegate management
Onsite management	Onsite management
Exhibition management	Exhibition management
Marketing	Marketing
Communications	Communications