A1 – Sample MUL project plan

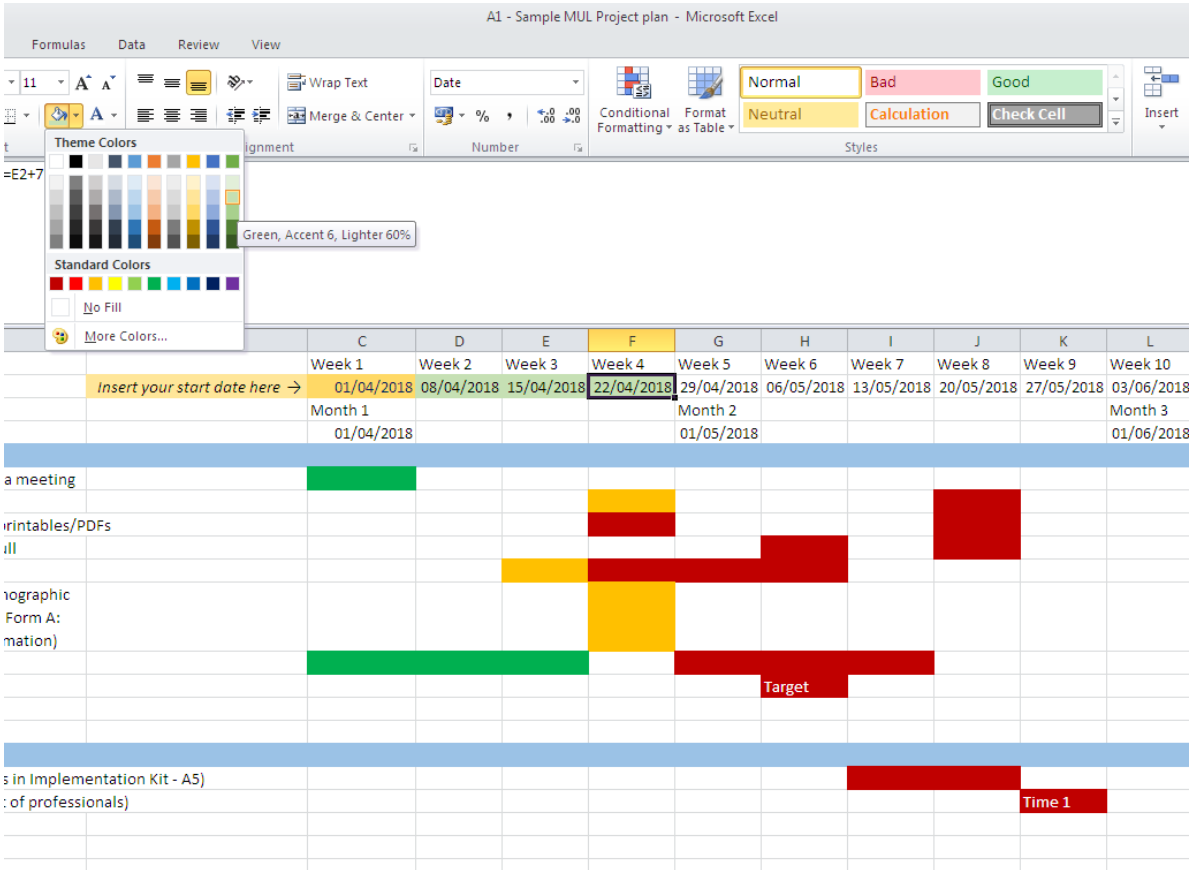
You may wish to use the Excel spread sheet project plan supplied as part of your kit.

Enter the project start date (this does not need to be your 'Go live' date) but should be soon after you have ordered your MUL. This will automatically populate the dates across the year.

Suggested time points for actions are shown by a red cell. Once you have started or completed a task you may want to amend the fill colour of the cell to amber or green.

You can also colour fill the date cell so that you can see the current time point at a glance. In this example the sponsor is in their 4th week, has completed some tasks, started others and is on the brink of holding their first meeting.

You can edit or add tasks, and amend the target completion dates, in order to personalise your plan.



Sample project plan content:

		Week 1	Week 2	Week 3	Week 4
	Insert your start date here →	01/04/2018	08/04/2018	15/04/2018	22/04/2018
		Month 1			
		01/04/2018			
Planning Stage					
Invite members of steering group to a meeting					
Hold meeting					
Instruct Solihull Approach to create printables/PDFs					
Receive printables/ PDFs from Solihull					
Prepare marketing materials					
Let Solihull Approach know your demographic questions and postcodes in clusters (Form A: Sponsorship Access Plan set up information)					
Review checklist - A2					
Access codes 'go live'					
Launch to professionals					
Prepare email (following instructions in Implementation Kit - A5)					
Send email (see Checklist - A4 for list of professionals)					
Refresh email					
Live Launch					
Launch to Schools, Colleges, Nursaries					
Prepare email 1 (following instructions in Implementation Kit - A9)					
Prepare email 2 (following instructions in Implementation Kit - A10)					
Send emails					
Refresh emails					
Launch to Public					
Renewal					