The Manager Tools Work Management Spreadsheet

	A	B	C	D	E	F	G	H	I	
1				**Header Data →** Identification → LOCATION	Template	LAX EMC/ECC	AUS EHMC/EMC/ECC	RDU EMC/ECC	YOW EMC/ECC	SAN
2				Quick Look → PRESENTER		Sarah	Kate	Kate	Sarah	
3	Task #	Offset	Who	↓What **Task Descriptions** DEADLINE Deadline →	31 Mar 20	21 Jan 20	21 Jan 20	28 Jan 20	11 Feb 20	18
4	1	-240	Sarah	Add conference to website with "Express Interest" button, including auto-tweet.	4 Aug 19	Done - 7/18/19	Done - 7/24/19	Done - 7/26/19	Done - 7/26/19	Done
5	2	-240	Sarah	Add conference to MT and Presenter's calendars, marking as tentative (T).	4 Aug 19	Done - 7/18/19	Done - 7/18/19	Done - 7/18/19	Done - 7/18/19	Done
6	3	-230	Cassie	Review Hot Wash notes for previous properties.	14 Aug 19	Done - 7/22/19	Done - 7/22/19	Done - 7/22/19	Done - 7/22/19	Done
7	4	-210	Cassie	Research city by looking up convenient locations using easymapmaker (consider hotels listed for which there is a file in Potential New Location Emails File) Populate the appropriate tab in hotel hotel contract tracking sheet to use as master list of properties.	3 Sep 19	Done - 7/22/19	Done - 7/23/19	Done - 7/22/19	Done - 7/29/19	Done
8	5	-210	Cassie	On the appropriate tab in hotel contract tracking sheet, research properties to identify those with rooms meeting our specifications, update sheet with corresponding conference room names & sizes	3 Sep 19	Done - 7/22/19	Done - 7/23/19	Done - 7/22/19	Done - 7/29/19	Done
9	6	-203	Cassie	Call potential properties to get the name and email address of POC to send specs and dates. For returning properties, reach out to POC, confirm desired conference room is available.	10 Sep 19	Done - 7/22/19	Done - 7/23/19	Done - 7/22/19	Done - 7/30/19	Done
10	7	-196	Cassie	Email RFP and room diagram to hotel, requesting proposal.	17 Sep 19	Done - 7/22/19	Done - 7/24/29	Done - 7/22/19	Done - 7/30/19	Done
11	8	-170	Cassie	Review proposal and room schematic from hotel; compare to others received from that city.	13 Oct 19	Done - 7/30/19	Done - 8/6/19	Done - 7/23/19	Done - 9/3/19	Done
12	9	-167	Cassie	Send recommendation to Sarah (where applicable)	16 Oct 19	Done - 7/30/19	Done - 8/15/19	Done - 7/23/19	Done - 9/3/19	Do
13	10	-158	Cassie	Secure contract for approved hotel / conference room / dates.	25 Oct 19	Done - 7/29/19	Done - 8/16/19	Done - 7/24/19	Done - 9/3/19	Done
14	11	-152	Cassie	Review contract. Negotiate as required. For returning properties, negotiate deposit / room assignment / F&B etc based on previous experience with hotel. Ask if set up time can be contracted without financial impact.	31 Oct 19	Done - 7/30/19	Done - 8/16/19	Done - 7/25/19	Done - 9/3/19	Done
15	12	-147	Cassie	Sign, scan and upload contract to Dropbox. Confirm conference room name on contract for clarity of room assignment (add by hand if necessary).	5 Nov 19	Done - 7/30/19	Done - 8/20/19	Done - 7/25/19	Done - 9/4/19	Done
16	13	-147	Cassie	Email team to notify signed contract is in Dropbox.	5 Nov 19	Done - 7/30/19	Done - 8/20/19	Done - 7/25/19	Done - 9/4/19	Done
17	14	-143	Cassie	Add conference to MT and Presenter's calendar, removing (T). Include hotel address and phone number in notes section.	9 Nov 19	Done - 7/30/19	Done - 8/23/19	Done - 7/26/19	Done - 9/9/19	Done
18	15	-140	Sarah	Publish conference on MT website.	12 Nov 19	Done - 7/30/19	Done - 8/23/19	Done - 7/26/19	Done - 9/9/19	Done
19	16	-140	Sarah	Add conference to list on weekly conference emails.	12 Nov 19	Done - 7/31/19	Done - 8/29/19	Done - 7/31/19	Done - 9/11/19	Done
20	17	-140	Sarah	Email conference details to people on Express Interest list	12 Nov 19	Done - 7/30/19	Done - 8/23/19	Done - NA	Done - 9/9/19	Done