

PROJECT TRACKING CHART

Meeting Team: Professional Development Committee-Annual Conference Planning					Meeting Date:	
#	Task	Person Responsible	Plan Date	Actual Date	Deliverable (What and to whom)	Comments
	Define Conference Theme	PDC Chairs and President	October (at conference)		Chairs speak with President-elect to determine theme for following year	
	Compile Conference Evaluations	PDC co-chair	October (after conference)		Compile individual ratings and overall to review at PDC meeting	
	Schedule PDC Planning Meeting	PDC Chair	November		PDC chair sends potential dates to members and schedules meeting	
	Conduct PDC Meeting	PDC Chairs	December		Meet with members and report conference ideas to President and executive board	Agenda: Evaluations from last year Competencies Budget Session topics Speakers Speaker contacts
	Attend Executive Board meeting	PDC Chairs	December		Attend meeting and provide conference draft agenda for comments and approval	
	Email Conference draft table to PDC members and President	PDC Chair	December/ January		Created during meeting-co chairs review, edit, and send for comments	

	Confirm pay-for-speakers (Including plenary, endnote, and workshops)	PDC co-chair or speaker contact	December/ January		Negotiate terms and fee Get President's and Chair's approval Final confirmation with speaker	Send email with speaker contact form
	Confirm workshop speakers	Speaker Contacts	January/ February		PDC liaison to confirm speaker they volunteered to contact	Send email with speaker contact form- Request form be returned by?
	Revise Conference draft table	PDC Chair	Ongoing		Send revisions to PDC and President for review and reminder to confirm speakers	
	Visit Conference site	PDC Chairs	March/April		Visit site with Executive board Attend site meeting	Chairs to note room sizes and configuration for sessions and speakers' requests
	Submit article for Winter Beacon	PDC Chairs	March/April		Send article to Co-chair for review Send article to President for review Send article to MAACM Editor by deadline	
	Draft Registration Form	PDC Chairs	March		Send draft to Co-chair for review Send registration form to President President to forward to listserv coordinator	
	Submit article for Summer Beacon	PDC Chairs	May/June		Send article to Co-chair for review Send article to President for review Send article to MAACM Editor by deadline	
	Prepare materials for sessions	Myrtle Speaker Contacts	September		Contact Myrtle to ensure speakers submitted materials Copy/Prepare materials if needed Prepare packets for host reporters	Packets include: Evaluations Bio Session Summary Beacon guidelines

	Attend Board Meeting (pre annual conference)	PDC Chair	Sunday of Conference		Ensure nothing outstanding	
	Attend Host/Reporter Meeting	PDC Chair	Sunday of Conference		Distribute host/reporter packets Brief host/reporters on responsibilities	
	Ensure Speakers check in at registration	PDC Chairs	Throughout Conference		Check in at registration to ensure speakers have arrived as scheduled	
	Visit Session Rooms	PDC Chairs	Throughout Conference		Spot check rooms before session to ensure room is equipped Assist post sessions to ensure evaluations are collected and submitted	
	Compile Evaluations	PDC Chairs	1-2 months Post Conference		Compile Evaluations from sessions Submit overall summary to Board Prepare full report for PDC and Board Meeting	