

OpenMRS Academy Planning Checklist

Academy Event: OpenMRS Fundamentals Academy, O3 JumpStart

Target Dates: January 2024

Activity	Done (Yes/No)	Due date	Person(s) responsible (lead in bold)
Announce Save the Date on Talk, via social media	☒	12/6	
Identify & poll community about potential Academy event dates	☒	12/8	
Review & update Academy Event goals and objectives, session objectives	☒	12/11	Jen , all
Finalize dates	☒	12/8	Fundamentals Academy: 9-11 January O3 Jumpstart!: 16-24 January
Set up registration form	☒	12/7	Olara Moses
Set up Zoom room	☒	12/7	Jen
Set Academy event registration fee options	☐	12/8	Jen , all - waiting for OpenMRS Inc to make a decision
Publish Academy on the OpenMRS Calendar	☒	12/8	Olara Moses
Announce dates to the community on Talk, via Mailchimp, Twitter, and Linked In	☒	12/11	
Open up registration	☒	12/11	
Setting up or update Academy Event webpage	☒	12/8	Jen
Draft invitation letter / email for special invites	☒	12/8	Muyinza Edison Kizza
Send out the email invitations.	☒	12/11	
Identify facilitators & co-facilitators	☒	12/12	Co-facilitators - have only identified a few.

Reach out to facilitators & co-facilitators	☒	12/13	
Confirm facilitators & co-facilitators			
Follow up with facilitators	☐ ☐ ☐	12/19 1/4 1/8	Joshua, Olara
Conduct a facilitator orientation session - required for all facilitators & co-facilitator			
Review, update, & finalize existing session materials & content	☐	1/5	Jen, Joshua, facilitators
Draft all social media announcements	☐	12/7-1/8	Suubi Joshua
Draft the schedule	☐	12/11	Jen
Finalize & publish the schedule	☐	12/12	Jen
Schedule social media updates about the event.	☒ ☐ ☐ ☐	12/7 12/19 12/26 1/2	Joshua
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