GOAL: *the brief, compelling, realistic end result you seek*	
STRATEGY: *the approach you will take to achieve your goal*	
OBJECTIVES: *accountability markers you will use to track progress*	
TACTICS: *the tools or techniques to achieve the strategies*	
BUDGET TOTAL: (*List details on Budget tab)*	
RESOURCES NEEDED: Expertise, tools, etc	
START DATE:	END DATE:

TEAM MEMBER	ROLE	RESPONSIBILITIES

KEY ACTIVITIES			
Tasks:	*Assigned to:*	*Timeline:*	*Deliverables:*

BUDGET

EXPENSES		
Costs	Projected	Actual
Staffing		
Contractors		
Operations Costs		
Supplies		
Venues		
Food		
Marketing		
Other		
TOTAL	0	0

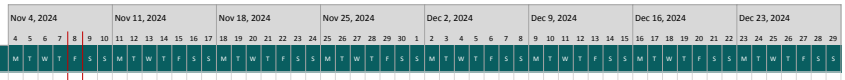
INCOME		
Source of Funds	Projected	Actual
TOTAL	0	0

TIMELINE & MILESTONES

SIMPLE GANTT CHART by Vertex42.com
https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.html

Project Start: Fri, 11/8/2024

Display Week: 1

TASK	ASSIGNED TO	PROGRESS	START	END
Phase 1 Title				
Task 1	Name	25%	11/8/24	11/11/24
Task 2		60%	11/11/24	11/13/24
Task 3		50%	11/13/24	11/17/24
Task 4		25%	11/17/24	11/22/24
Task 5			11/12/24	11/14/24
Phase 2 Title				
Task 1		50%	11/13/24	11/17/24
Task 2		50%	11/15/24	11/20/24
Task 3			11/20/24	11/23/24
Task 4			11/20/24	11/22/24
Task 5			11/20/24	11/23/24
Phase 3 Title				
Task 1			11/23/24	11/28/24
Task 2			11/29/24	12/3/24
Task 3			3/5/23	4/23/23
Task 4				
Task 5				
Phase 4 Title				
Task 1			date	date
Task 2			date	date
Task 3			date	date
Task 4			date	date
Task 5			date	date

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