

Milestone	Completion date	Action	Task area	Workstream	Responsible
1	24/11/2017	Send update to MD and Trustee	Governance	Felix Review	AK
2	24/11/2017	Brief Felix editor on review progress	Administration	Felix Review	AK
3	27/11/2017	Arrange FRWG meetings through to January	Administration	Felix Review	AK
4	27/11/2017	Invite other members to Dec-onwards FRWG meetings	Administration	Felix Review	AK
5	28/11/2017	FRWG meeting	Planning	Felix Review	AK
6	28/11/2017	Give FRWG brief presentation on Felix funding model	Planning	Felix Review	AK
7	28/11/2017	Agree review scope and outcomes	Planning	Felix Review	AK/FF
8	28/11/2017	Write update for Communications Committee	Governance	Felix Review	AK
9	29/11/2017	Write update for Luke Blair	Governance	Felix Review	AK
10	30/11/2017	Contact Data Science society	Planning	Membership data analysis	AK
11	30/11/2017	Contact Data Science Institute	Planning	Membership data analysis	AK
12	30/11/2017	Contact MSc Business Analytics	Planning	Membership data analysis	AK
13	04/12/2017	Task Marketing to design OT webpages	Design	Officer Trustee communication	AK/Marketing
14	05/12/2017	Discuss proposal at Leadership	Governance	Officer Trustee communication	AK
15	06/12/2017	Discuss FR at Communications Committee	Governance	Felix Review	AK
16	06/12/2017	Draft project brief	Planning	Membership data analysis	AK
17	06/12/2017	Discuss proposal at Communications Committee	Governance	Membership data analysis	AK
18	06/12/2017	Engage with OTs to agree messaging priorities	Planning	Officer Trustee communication	AK/OTs
19	06/12/2017	Discuss proposal at Communications Committee	Governance	Officer Trustee communication	AK
20	06/12/2017	Discuss proposal at Communications Committee	Governance	Developing democracy	AK
21	07/12/2017	FRWG meeting	Planning	Felix Review	AK
22	07/12/2017	Agree consultation requirements	Research	Felix Review	AK/FF
23	08/12/2017	Brief Systems team	Planning	Membership data analysis	AK/Systems
24	08/12/2017	Engage with OTs to agree copy for webpages	Planning	Officer Trustee communication	AK/OTs
25	08/12/2017	Complete OT communications calendar	Planning	Officer Trustee communication	AK
26	08/12/2017	Complete Democracy communications calendar	Planning	Developing democracy	AK
27	08/12/2017	Discuss comms at Governance Review working group	Planning	Developing democracy	AK
28	08/12/2017	Complete communications grid	Planning	Developing democracy	AK
29	11/12/2017	Task Systems to implement OT webpages	Implementation	Officer Trustee communication	AK/Systems
30	12/12/2017	Update SMG	Planning	Felix Review	AK
31	12/12/2017	Discuss proposal at SMG	Governance	Membership data analysis	AK
32	13/12/2017	FRWG meeting	Planning	Felix Review	AK
33	14/12/2017	Draft temporary staff HR documents	Administration	Membership data analysis	AK/Administration
34	14/12/2017	Engage with President to agree copy for webpages and social media	Planning	Developing democracy	AK/President
35	14/12/2017	Engage with President to agree consultation methods	Planning	Developing democracy	AK/President
36	15/12/2017	Define available dataset	Planning	Membership data analysis	AK/Systems
37	15/12/2017	Begin recruitment	Administration	Membership data analysis	AK/Administration
38	05/01/2018	Finalise project brief	Planning	Membership data analysis	AK
39	05/01/2018	Launch online and social media content	Implementation	Developing democracy	AK/Marketing
40	09/01/2018	FRWG meeting	Planning	Felix Review	AK
41	18/01/2018	Hire temporary staff	Administration	Membership data analysis	AK/Administration
42	18/01/2018	Complete recruitment	Administration	Membership data analysis	AK
43	18/01/2018	Launch OT webpages	Implementation	Officer Trustee communication	AK/Systems
44	30/01/2018	Undertake desk research	Research	Felix Review	AK/FF/Others
45	30/01/2018	Discuss and consult with students and volunteers	Research	Felix Review	AK/FF/Others
46	30/01/2018	Incorporate early findings into Elections communication plan	Implementation	Membership data analysis	AK
47	30/01/2018	Throughout January - manage temporary staff	Administration	Membership data analysis	AK
48	13/02/2018	Update Union Council	Governance	Felix Review	AK/FF
49	28/02/2018	Continue desk research and consultation	Research	Felix Review	AK/FF
50	28/02/2018	Throughout nomination period - use findings to plan communication	Implementation	Membership data analysis	AK
51	09/03/2018	Throughout campaigning and voting period - use findings to plan comm	Implementation	Membership data analysis	AK
52	20/03/2018	Propose new Felix Policy to Union Council	Governance	Felix Review	AK/FF
53	23/03/2018	Compare engagement to predictions	Evaluation	Membership data analysis	AK
54	01/05/2018	Discuss Felix Review at Board of Trustees	Governance	Felix Review	AK/JOH
55	15/05/2018	Alternative time to propose new Felix Policy to Union Council	Governance	Felix Review	AK/FF