COURSE PLANNING SCHEDULE TEMPLATE

Project Plan for New Course

Phase 1: Strategic Plan

Phase 2: The Course Realisation

TASKS	START	END	DAYS	<insert dates>
Phase 1: Planning	1M	7M		
Develop learning objectives			1	
Brief Agenda			1	
Marketing activities			1	
Phase 1: Preparation	4M	7M		
Venue and logistic issues			1	
Agenda development			1	
Experts/tutors/teachers invitation & preparation			1	
<add item>			1	
Phase 2: Enrolment	1M	7M		
Update database			1	
Mail compaign			1	
Press release			1	
<add item>			1	
Phase 2: Realisation	8M	12M		
Training realisation			1	
Feedback			1	
<add item>			1	