ID		Task Name	Duration	Start	Resource Names	T	F	S	Ma S
		HEC Operations Task List & Assignments (Dates are notional)							
1		**HEC TASKS & PLANNING**	**10 days**	**Mon 3/25/13**					
2		**Administrative**	**1 day?**	**Mon 3/25/13**					◀
3		**Secretary**	**1 day?**	**Mon 3/25/13**	**Eleni**				◀
4		Communicate with all departments	1 day?	Mon 3/25/13					
5		Organize records from all departments in a centralized locatio	1 day?	Mon 3/25/13					
6		Handle all HEC external communications	1 day?	Mon 3/25/13					
7		Facilitate Board meetings	1 day?	Mon 3/25/13					
8		Record meeting minutes	1 day?	Mon 3/25/13					
9		Handle Motions & record outcomes	1 day?	Mon 3/25/13					
10		**HR**	**1 day?**	**Mon 3/25/13**	**Eleni**				◀
11		Maintain Members database	1 day?	Mon 3/25/13					
12		Create and maintain a job openings database	1 day?	Mon 3/25/13					
13		Create orientation material for new members	1 day?	Mon 3/25/13					
14		Work with Associations & the Associations Dept.	1 day?	Mon 3/25/13					
15		Monitor registrations	1 day?	Mon 3/25/13					
16		Welcome new members	1 day?	Mon 3/25/13					
17		Orientation of new members via voice/multimedia	1 day?	Mon 3/25/13					
18		Assign new members to open positions	1 day?	Mon 3/25/13					
19		**Finance - Treasury**	**1 day?**	**Mon 3/25/13**	**Eleni/Thanos**				◀
20		Book keeping (financial system - Quicken)	1 day?	Mon 3/25/13					
21		Budget & corporate financial statement	1 day?	Mon 3/25/13					
22		FNBI Account	1 day?	Mon 3/25/13					
23		NBG Account	1 day?	Mon 3/25/13					
24		IRS Tax filing	1 day?	Mon 3/25/13					
25		State Filing for Corporate Taxes	1 day?	Mon 3/25/13					
26		**Management**	**1 day?**	**Mon 3/25/13**	**EC**				◀
27		Organizing and participating in Board meetings	1 day?	Mon 3/25/13					
28		Technical Management	1 day?	Mon 3/25/13					
29		Listserver management	1 day?	Mon 3/25/13					
30		Daily operations	1 day?	Mon 3/25/13					
31		**Information Technology (IT)**	**14 days?**	**Mon 3/25/13**	**T/A/S/N/F**				◀
32		**Listserv**	**14 days?**	**Mon 3/25/13**	**Anna**				◀
33		**Professors & PhD List**	**14 days?**	**Mon 3/25/13**	**Evangelos**				◀
34		clear bad addresses	14 days	Mon 3/25/13					
35		Semi-Autoprobe mode	1 day?	Mon 3/25/13					
36		**Action List**	**7 days?**	**Mon 3/25/13**	**Anna**				◀
37		clear bad addresses (contineous monitoring)	7 days	Mon 3/25/13					
38		Semi-Autoprobe mode (completed)	1 day?	Mon 3/25/13					
39		**Greek Parliament List**	**1 day?**	**Mon 3/25/13**	**Bill**				◀
40		Clear bad addresses	1 day?	Mon 3/25/13					
41		**All Other Lists**	**1 day?**	**Mon 3/25/13**					◀

Project: Operations-Tasks-Planning Date: Mon 12/30/13	Task	�	Project Summary	◣━━◢
	Split	....	External Tasks	▬▬▬
	Progress	▬▬▬	External Milestone	◆
	Milestone	◆	Deadline	⇩
	Summary	◣▬▬◢		

ID		Task Name	Duration	Start	Resource Names	T	F	S	Ma S
42		Clear bad addresses	1 day?	Mon 3/25/13					
43		**Lsoft**	**1 day?**	**Mon 3/25/13**	**Anna**				◀
44		Update to latest version	1 day?	Mon 3/25/13					
45		License monitoring	1 day?	Mon 3/25/13					
46		Install AntiSpam mechanisms	1 day?	Mon 3/25/13					
47		**Databases**	**7 days?**	**Mon 3/25/13**	**Stelios**				◀
48		Joomla multiple databases (36)	1 day?	Mon 3/25/13					
49		Members	7 days	Mon 3/25/13					
50		WWII	7 days	Mon 3/25/13					
51		Projects	7 days	Mon 3/25/13					
52		Blue Skies ThinkTank	7 days	Mon 3/25/13					
53		**Exchange Server**	**1 day?**	**Mon 3/25/13**	**Thanos/Anna**				◀
54		Monitor traffic and performance	1 day?	Mon 3/25/13					
55		Set/Adjust threshholds	1 day?	Mon 3/25/13					
56		Install Security & AntiSpam mechanisms	1 day?	Mon 3/25/13					
57		**Server 1 USA**	**1 day?**	**Mon 3/25/13**	**Tha/Ann/Ste/Nic**				◀
58		Microsoft OS Updates	1 day?	Mon 3/25/13					
59		Server Certificate	1 day?	Mon 3/25/13					
60		Install Antivirus	1 day?	Mon 3/25/13					
61		Joomla Version Upgrade	1 day?	Mon 3/25/13					
62		**Server 2 USA**	**1 day?**	**Mon 3/25/13**	**Thanos/Anna**				◀
63		Formulate request for donation	1 day?	Mon 3/25/13					
64		Install server	1 day?	Mon 3/25/13					
65		Migrate email server	1 day?	Mon 3/25/13					
66		Initiate greeks.net	1 day?	Mon 3/25/13					
67		**Server in Greece**	**1 day?**	**Mon 3/25/13**	**Thanos/Anna**				◀
68		Request for free hosting	1 day?	Mon 3/25/13					
69		Solicit requests	1 day?	Mon 3/25/13					
70		**Web sites Admin & Maintenace**	**1 day?**	**Mon 3/25/13**	**Than/Anna/Stel**				◀
71		/	1 day?	Mon 3/25/13					
72		/Marbles	1 day?	Mon 3/25/13					
73		/WWII	1 day?	Mon 3/25/13					
74		/macedonia	1 day?	Mon 3/25/13					
75		/schoilars	1 day?	Mon 3/25/13					
76		/e-store	1 day?	Mon 3/25/13					
77		/ec	1 day?	Mon 3/25/13					
78		**Applications**	**1 day?**	**Mon 3/25/13**	**Stelios/Nico**				◀
79		Update Joomla	1 day?	Mon 3/25/13					
80		Update Gallery	1 day?	Mon 3/25/13					
81		Scripts	1 day?	Mon 3/25/13					
82		Social Media integration	1 day?	Mon 3/25/13					

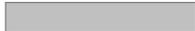|	
Project: Operations-Tasks-Planning Date: Mon 12/30/13	Task ▢ Project Summary ▰▰ Split ⋯⋯ External Tasks ▭ Progress ▬ External Milestone ◆ Milestone ◆ Deadline ⇩ Summary ▰▬▰

ID		Task Name	Duration	Start	Resource Names	T	F	S	Ma S
		HEC Operations Task List & Assignments (Dates are notional)							
83		**Content Management**	**1 day?**	**Mon 3/25/13**	**Nico**				◣
84		Application	1 day?	Mon 3/25/13					
85		**Web Design**	**1 day?**	**Mon 3/25/13**	**Fotini**				◣
86		Web design and development	1 day?	Mon 3/25/13					
87		Work closely with projects	1 day?	Mon 3/25/13					
88		Bulk email design and creation	1 day?	Mon 3/25/13					
89		Graphics design for promotions	1 day?	Mon 3/25/13					
90		Project support	1 day?	Mon 3/25/13					
91		**Wiki**	**1 day?**	**Mon 3/25/13**	**Tha/Ann/Ste/Nic**				◣
92		HECpedia Project	1 day?	Mon 3/25/13					
93		Wiki site Design	1 day?	Mon 3/25/13					
94		**Support**	**1 day?**	**Mon 3/25/13**	**Tha/Ann/Ste/Nic**				◣
95		Installation & Maintenance	1 day?	Mon 3/25/13					
96		General support to projects/memebrs	1 day?	Mon 3/25/13					
97		**Addenda**	**1 day?**	**Mon 3/25/13**	**Eleni/Thanos**				◣
98		**Addenda of Bylaws 12Oct2009**	**1 day?**	**Mon 3/25/13**	**Eleni/Thanos**				◣
99		1. HEC Structure (in Force)	1 day?	Mon 3/25/13					
100		2. Elections & Procedures (In Force)	1 day?	Mon 3/25/13					
101		3. Projects (in Force)	1 day?	Mon 3/25/13					
102		4. Interaction (in Force)	1 day?	Mon 3/25/13					
103		5. Members (in Force)	1 day?	Mon 3/25/13					
104		6. Funding (*REPLACED*)	1 day?	Mon 3/25/13					
105		7. References	1 day?	Mon 3/25/13					
106		**Addenda in Progress of Updates**	**1 day?**	**Mon 3/25/13**	**Eleni/Thanos**				◣
107		1. HEC Structure (Pending)	1 day?	Mon 3/25/13					
108		2. Members & Membership (*APPROVED*)	1 day?	Mon 3/25/13					
109		3. Funding (*APPROVED*)	1 day?	Mon 3/25/13					
110		4. Projects & Interaction (Same as old #3)	1 day?	Mon 3/25/13					
111		5. Members Definitions, Rights and Obligations (Pending)	1 day?	Mon 3/25/13					
112		6. Forums & Mailing Lists (Pending)	1 day?	Mon 3/25/13					
113		7. EC Voting Process & Procedures (Pending)	1 day?	Mon 3/25/13					
114		8. Elections & Procedures (Pending)	1 day?	Mon 3/25/13					
115		9. External Communications & Interaction (*APPROVED*)	1 day?	Mon 3/25/13					
116		10. References	1 day?	Mon 3/25/13					
117		**Elections**	**77 days?**	**Mon 3/25/13**	**EC**				◣
118		Finalize Addendum	7 days	Mon 3/25/13					
119		Fanacial report	1 day?	Mon 3/25/13					
120	▦	Establish Full Members base	7 days	Mon 4/15/13					
121	▦	Application/Registration of all members	14 days	Mon 4/1/13					
122	▦	Establish timeline based on the steps	7 days	Mon 4/1/13					
123	▦	Perform all steps leading to Elections	38 days	Wed 5/8/13					

Task		Project Summary
Split		External Tasks
Project: Operations-Tasks-Planning	Progress	External Milestone
Date: Mon 12/30/13	Milestone	Deadline
	Summary	

ID		Task Name	Duration	Start	Resource Names	Ma
						T	F	S	S
124		Hold Elections	7 days	Mon 7/1/13		
125		**Promotion & Marketing**	**1 day?**	**Mon 3/25/13**		
126		Gather Status from Project (input to Newsletter)	1 day?	Mon 3/25/13		
127		Prepare brochures and marketing material	1 day?	Mon 3/25/13		
128		Promotion	1 day?	Mon 3/25/13		
129		Utilize Social Media	1 day?	Mon 3/25/13		
130		Name recognition	1 day?	Mon 3/25/13		
131		**Social Media**	**1 day?**	**Mon 3/25/13**		
132		Maintain all Social Media websites	1 day?	Mon 3/25/13		
133		facebook (Page & group)	1 day?	Mon 3/25/13		
134		Twitter	1 day?	Mon 3/25/13		
135		Google	1 day?	Mon 3/25/13		
136		LinlkedIn	1 day?	Mon 3/25/13		
137		Actively seek new members	1 day?	Mon 3/25/13		
138		Monitor and post daily	1 day?	Mon 3/25/13		
139		Utilize Social Media in conjunction with Promotion	1 day?	Mon 3/25/13		
140		**Fundraising**	**1 day?**	**Mon 3/25/13**		
141		Organize and conduct fundraise drives	1 day?	Mon 3/25/13		
142		Prepare email content material	1 day?	Mon 3/25/13		
143		Prepare material for Grants requests	1 day?	Mon 3/25/13		
144		Identify & Engage with major donors	1 day?	Mon 3/25/13		
145		**Projects, Organizations & Associations Lead**	**1 day?**	**Mon 3/25/13**		
146		**Organizations & Associations Lead**	**1 day?**	**Mon 3/25/13**		
147		Maintain a list of all Org members	1 day?	Mon 3/25/13		
148		Interface with representatives	1 day?	Mon 3/25/13		
149		Identify their needs	1 day?	Mon 3/25/13		
150		Actively look for new members	1 day?	Mon 3/25/13		
151		**Projects Lead**	**1 day?**	**Mon 3/25/13**		
152		Maintain the projects database	1 day?	Mon 3/25/13		
153		Collect project progress reports	1 day?	Mon 3/25/13		
154		Prepare reports and submit to Promotoion dept	1 day?	Mon 3/25/13		
155		Actively look for new projects	1 day?	Mon 3/25/13		
156		**Editor**	**1 day?**	**Mon 3/25/13**		
157		Prepare newsletters	1 day?	Mon 3/25/13		
158		Review/Edit promotional material	1 day?	Mon 3/25/13		
159		Review/Edit all external communications	1 day?	Mon 3/25/13		
160		Review certain web as necessary	1 day?	Mon 3/25/13		
161		Author editorials	1 day?	Mon 3/25/13		
162		**Web Content**	**1 day?**	**Mon 3/25/13**		
163		Maintain content of the main website	1 day?	Mon 3/25/13		
164		Monitor news for inclusion in the website	1 day?	Mon 3/25/13		

Project: Operations-Tasks-Planning Date: Mon 12/30/13	Task	Project Summary	
	Split	External Tasks	
	Progress	External Milestone	
	Milestone	Deadline	
	Summary		

ID		Task Name	Duration	Start	Resource Names				Ma
						T	F	S	S
165		Proofread all web content and make changes	1 day?	Mon 3/25/13					
166		**Reporting**	**1 day?**	**Mon 3/25/13**					
167		Prepare monthly reports of all activities	1 day?	Mon 3/25/13					
168		Collect information from all departments, monthly	1 day?	Mon 3/25/13					
169		Maintain monthly reports archives	1 day?	Mon 3/25/13					
170		**Bookstore**	**1 day?**	**Mon 3/25/13**					
171		operate and maintaining the HEC e-store	1 day?	Mon 3/25/13					
172		selling books through HEC, Amazon, Createspace	1 day?	Mon 3/25/13					
173		Maintain bookstore bookkeeping	1 day?	Mon 3/25/13					
174		Book publishing	1 day?	Mon 3/25/13					
175		**HEC Training**	**1 day?**	**Mon 3/25/13**					
176		HEC Guide & Regulations Handbook	1 day?	Mon 3/25/13					
177		HEC Overview - Presentation	1 day?	Mon 3/25/13					
178		Material and training for new Members	1 day?	Mon 3/25/13					
179		**Legal**	**1 day?**	**Mon 3/25/13**					
180		Copyright	1 day?	Mon 3/25/13					
181		Corporate needs	1 day?	Mon 3/25/13					

Project: Operations-Tasks-Planning
Date: Mon 12/30/13

Task	
Split	
Progress	
Milestone	◆
Summary	
Project Summary	
External Tasks	
External Milestone	◆
Deadline	⇩