









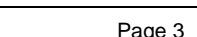
ID	Task Name	Duration	Start	Resource Names	Mar 24, '13		
					S	M	T
1	<b>HEC TASKS &amp; PLANNING</b>	<b>75 days?</b>	<b>Mon 3/25/13</b>				
2	<b>Administrative</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>				
3	<b>Secretary</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>	Eleni			
4	Communicate with all departments	1 day?	Mon 3/25/13				
5	Organize records from all departments in a centralized locatic	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	<b>HR</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>	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	<b>Finance - Treasury</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>	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	<b>Management</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>	T/A/E/N/S			
27	Corporation needs	1 day?	Mon 3/25/13				
28	Organizing and participating in Board meetings	1 day?	Mon 3/25/13				
29	Technical Management	1 day?	Mon 3/25/13				
30	Listserver management	1 day?	Mon 3/25/13				
31	Daily operations	1 day?	Mon 3/25/13				
32	<b>Information Technology (IT)</b>	<b>14 days?</b>	<b>Mon 3/25/13</b>	Tha/Ann/Ste/Nic			
33	<b>Listserv (Listmaster)</b>	<b>14 days?</b>	<b>Mon 3/25/13</b>	Anna			
34	<b>Professors &amp; PhD List (admin)</b>	<b>14 days?</b>	<b>Mon 3/25/13</b>	Evangelos			
35	clear bad addresses	14 days	Mon 3/25/13				
36	Semi-Autoprobe mode	1 day?	Mon 3/25/13				
37	<b>Action List (admin)</b>	<b>7 days?</b>	<b>Mon 3/25/13</b>	Anna			
38	clear bad addresses (contineous monitoring)	7 days	Mon 3/25/13				
39	Semi-Autoprobe mode (completed)	1 day?	Mon 3/25/13				
40	<b>WWII 3 lists (admin)</b>	<b>7 days?</b>	<b>Mon 3/25/13</b>	Thanos			
41	clear bad addresses (contineous monitoring)	7 days	Mon 3/25/13				
42	Semi-Autoprobe mode (completed)	1 day?	Mon 3/25/13				

Project: Major-Tasks-Planning Date: Mon 12/2/13	Task		Project Summary	
	Split		External Tasks	
	Progress		External Milestone	
	Milestone		Deadline	
	Summary			

ID	Task Name	Duration	Start	Resource Names	Mar 24, '13		
					S	M	T
43	<b>All Other Lists (admin)</b>	1 day?	Mon 3/25/13				
44	Media	1 day?	Mon 3/25/13				
45	Governmental	1 day?	Mon 3/25/13				
46	Clear bad addresses	1 day?	Mon 3/25/13				
47	<b>Lsoft</b>	1 day?	Mon 3/25/13	Anna			
48	Update to latest version	1 day?	Mon 3/25/13				
49	License monitoring	1 day?	Mon 3/25/13				
50	Install AntiSpam mechanisms	1 day?	Mon 3/25/13				
51	<b>Databases</b>	7 days	Mon 3/25/13	Stelios			
52	Members	7 days	Mon 3/25/13				
53	WWII	7 days	Mon 3/25/13				
54	Projects	7 days	Mon 3/25/13				
55	Blue Skies ThinkTank	7 days	Mon 3/25/13				
56	<b>Exchange Server</b>	1 day?	Mon 3/25/13	Thanos/Anna			
57	Monitor traffic and performance	1 day?	Mon 3/25/13				
58	Set/Adjust thresholds	1 day?	Mon 3/25/13				
59	Install Security & AntiSpam mechanisms	1 day?	Mon 3/25/13				
60	<b>Server 1 USA</b>	1 day?	Mon 3/25/13	Thanos/Anna			
61	Microsoft OS Updates	1 day?	Mon 3/25/13				
62	Server Certificate	1 day?	Mon 3/25/13				
63	Install Antivirus	1 day?	Mon 3/25/13				
64	Joomla Version Upgrade	1 day?	Mon 3/25/13				
65	<b>Server 2 USA</b>	1 day?	Mon 3/25/13	Thanos/Anna			
66	Formulate request for donation	1 day?	Mon 3/25/13				
67	Install server	1 day?	Mon 3/25/13				
68	Migrate email server	1 day?	Mon 3/25/13				
69	Initiate greeks.net	1 day?	Mon 3/25/13				
70	<b>Server in Greece</b>	1 day?	Mon 3/25/13	Thanos/Anna			
71	Request for free hosting	1 day?	Mon 3/25/13				
72	Solicit requests	1 day?	Mon 3/25/13				
73	<b>Applications</b>	1 day?	Mon 3/25/13	Stelios/Nico			
74	Update Joomla	1 day?	Mon 3/25/13				
75	Update Gallery	1 day?	Mon 3/25/13				
76	Scripts	1 day?	Mon 3/25/13				
77	Social Media integration	1 day?	Mon 3/25/13				
78	<b>Content Management</b>	1 day?	Mon 3/25/13	Nico			
79	Application	1 day?	Mon 3/25/13				
80	<b>Web Design</b>	1 day?	Mon 3/25/13	Fotini			
81	Web design and development	1 day?	Mon 3/25/13				
82	Work closely with projects	1 day?	Mon 3/25/13				
83	Bulk email design and creation	1 day?	Mon 3/25/13				
84	Graphics design for promotions	1 day?	Mon 3/25/13				

Project: Major-Tasks-Planning Date: Mon 12/2/13	Task		Project Summary	
	Split		External Tasks	
	Progress		External Milestone	
	Milestone		Deadline	
	Summary			

ID	Task Name	Duration	Start	Resource Names	Mar 24, '13		
					S	M	T
85	Project support	1 day?	Mon 3/25/13				
86	<b>Support</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>	Tha/Ann/Ste/Nic			
87	Installation & Maintenance	1 day?	Mon 3/25/13				
88	General support to projects/memebrs	1 day?	Mon 3/25/13				
89	<b>Promotion &amp; Marketing</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>	Thanos			
90	Gather Status from Project (input to Newsletter)	1 day?	Mon 3/25/13				
91	Prepare brochures and marketing material	1 day?	Mon 3/25/13				
92	Promotion	1 day?	Mon 3/25/13				
93	Utilize Social Media	1 day?	Mon 3/25/13				
94	Name recognition	1 day?	Mon 3/25/13				
95	<b>Fundraising</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>	Than/Evang			
96	Organize and conduct fundraise drives	1 day?	Mon 3/25/13				
97	Prepare material for Grants requests	1 day?	Mon 3/25/13				
98	Engage with major donors	1 day?	Mon 3/25/13				
99	<b>Organizations &amp; Associations Lead</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>				
100	Maintain a list of all Org members	1 day?	Mon 3/25/13				
101	Interface with representatives	1 day?	Mon 3/25/13				
102	Identify their needs	1 day?	Mon 3/25/13				
103	Actively look for new members	1 day?	Mon 3/25/13				
104	<b>Projects Lead</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>				
105	Maintain the projects database	1 day?	Mon 3/25/13				
106	Collect project progress reports	1 day?	Mon 3/25/13				
107	Prepare reports and submit to Promotoion dept	1 day?	Mon 3/25/13				
108	Actively look for new projects	1 day?	Mon 3/25/13				
109	<b>Web Content</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>				
110	Maintain content of the main website	1 day?	Mon 3/25/13				
111	Monitor news for inclusion in the website	1 day?	Mon 3/25/13				
112	<b>Editor</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>				
113	Prepare newsletters	1 day?	Mon 3/25/13				
114	Review/Edit promotional material	1 day?	Mon 3/25/13				
115	Review/Edit all external communications	1 day?	Mon 3/25/13				
116	Review certain web as necessary	1 day?	Mon 3/25/13				
117	Author editorials	1 day?	Mon 3/25/13				
118	<b>Bookstore</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>				
119	operate and maintaining the HEC e-store	1 day?	Mon 3/25/13				
120	selling books through HEC, Amazon, Createspace	1 day?	Mon 3/25/13				
121	Book publishing	1 day?	Mon 3/25/13				
122	<b>Reporting</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>				
123	Prepare monthly reports of all activities	1 day?	Mon 3/25/13				
124	Collect information from all departments, monthly	1 day?	Mon 3/25/13				
125	Maintain monthly reports archives	1 day?	Mon 3/25/13				
126	<b>Legal</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>				

Project: Major-Tasks-Planning Date: Mon 12/2/13	Task		Project Summary	
	Split		External Tasks	
	Progress		External Milestone	
	Milestone		Deadline	
	Summary			

ID	Task Name	Duration	Start	Resource Names	Mar 24, '13		
					S	M	T
127	Copyright	1 day?	Mon 3/25/13				
128	Corporate needs	1 day?	Mon 3/25/13				
129	<b>Addenda</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>	<b>Thanos</b>			
130	<b>Addenda of Bylaws 12Oct2009</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>				
131	1. HEC Structure (in Force)	1 day?	Mon 3/25/13				
132	2. Elections & Procedures (In Force)	1 day?	Mon 3/25/13				
133	3. Projects (in Force)	1 day?	Mon 3/25/13				
134	4. Interaction (in Force)	1 day?	Mon 3/25/13				
135	5. Members (in Force)	1 day?	Mon 3/25/13				
136	6. Funding (*REPLACED*)	1 day?	Mon 3/25/13				
137	7. References	1 day?	Mon 3/25/13				
138	<b>Addenda in Progress of Updates</b>	<b>1 day?</b>	<b>Mon 3/25/13</b>	<b>Thanos</b>			
139	1. HEC Structure (Pending)	1 day?	Mon 3/25/13				
140	2. Members & Membership (*APPROVED*)	1 day?	Mon 3/25/13				
141	3. Funding (*APPROVED*)	1 day?	Mon 3/25/13				
142	4. Projects & Interaction (Pending)	1 day?	Mon 3/25/13				
143	5. Members Definitions, Rights and Obligations (Pending)	1 day?	Mon 3/25/13				
144	6. Forums & Mailing Lists (Pending)	1 day?	Mon 3/25/13				
145	7. EC Voting Process & Procedures (Pending)	1 day?	Mon 3/25/13				
146	8. Elections & Procedures (Pending)	1 day?	Mon 3/25/13				
147	9. External Communications & Interaction (*APPROVED*)	1 day?	Mon 3/25/13				
148	10. References	1 day?	Mon 3/25/13				
149	<b>Elections</b>	<b>71 days?</b>	<b>Mon 3/25/13</b>				
150	Finalize Addendum	7 days	Mon 3/25/13				
151	Establish Full Members base	7 days	Mon 4/15/13				
152	Registration of all members	14 days	Mon 4/1/13				
153	Establish timeline based on the steps	7 days	Mon 4/1/13				
154	Perform all steps leading to Elections	38 days	Wed 5/8/13				
155	Hold Elections	1 day?	Mon 7/1/13				

Project: Major-Tasks-Planning Date: Mon 12/2/13	Task		Project Summary	
	Split		External Tasks	
	Progress		External Milestone	
	Milestone		Deadline	
	Summary			