Sample Timeline Build

Here's are some of the tables from this week's video on project management that can help you build a timeline. A copy of these is also provided in MS Excel so that you can sort and use other tools as demonstrated in the class.

Critical Path

Here is a simplified sample critical path. You can use this to build out milestones or specific tasks.

Phase	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
1	Task 1								
		Task 2							
			Task 3						
				Task 4					
2				Task 5					
					Task 6				
						Task 7			
						Task 8			
3							Task 9		
							Task 10		
								Task 11	
									Task 12
									EVENT DAY

Production Timeline

Note – when building this in excel you should use specific dates so that you can 'sort by' the date when you need a timeline, and by 'responsible' when you're creating task lists. Generally speaking you will start with the event date. Have a free-flowing process of listing as many tasks as you can and then start adding in the dates as these make sense. You can also create colour codes to help people digest this at-a-glance.

Date	Milestone	Responsible	Type (e.g. marketing, catering)

Production Schedule

Start by plugging in what you know and build forwards and backwards from this.

Day (e.g. Monday)	Date	Start Time	End Time	Action (as specific as possible)	Location	Responsible

Run of Show or Cue Script

Portions of this would need to be completed by your technical or stage team.

Cue #	Start Time	Length	End Time	Program	Who	Script	Location	Tech	Stage
1									
2									
3									