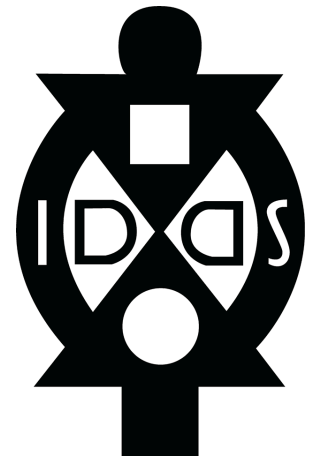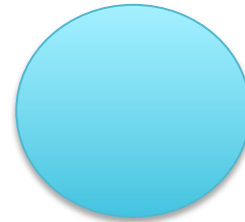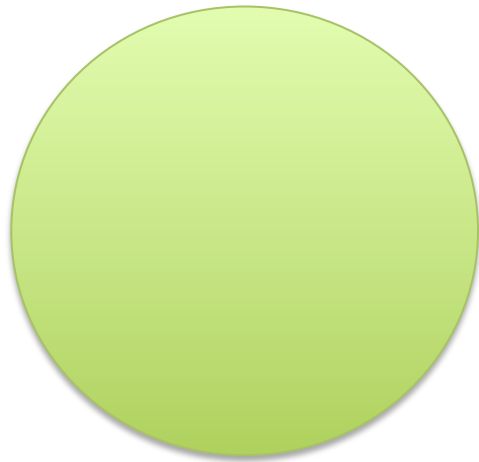# IDDS Planning Timeline

+ Milestones to Success!
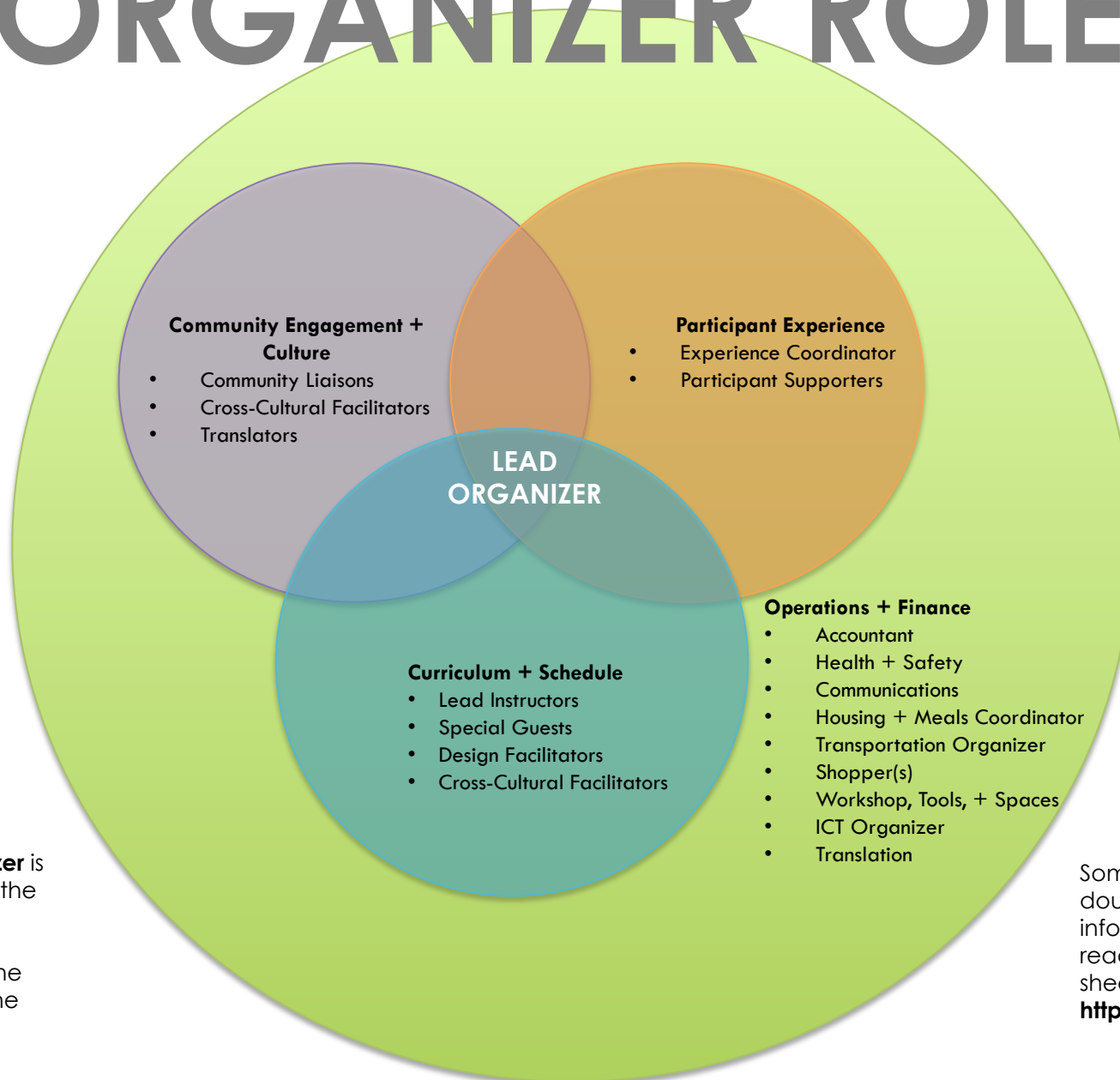
THE 4 COMPONENTS

ORGANIZER ROLES

Community Engagement + Culture
- Community Liaisons
- Cross-Cultural Facilitators
- Translators

Participant Experience
- Experience Coordinator
- Participant Supporters

LEAD ORGANIZER

Curriculum + Schedule
- Lead Instructors
- Special Guests
- Design Facilitators
- Cross-Cultural Facilitators

Operations + Finance
- Accountant
- Health + Safety
- Communications
- Housing + Meals Coordinator
- Transportation Organizer
- Shopper(s)
- Workshop, Tools, + Spaces
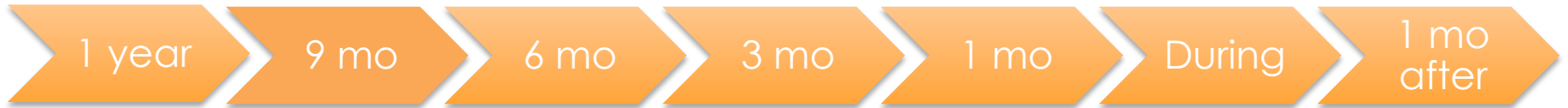- ICT Organizer
- Translation

The **Lead Organizer** is the heartbeat of the summit who will oversee all for components of the organization of the summit.

Some roles can be doubled. For more information on each role read the **Organizers Role** sheet here:
http://bit.ly/1GKnxMV

Remembering this is a volunteer effort…

1 year ▶ 9 mo ▶ 6 mo ▶ 3 mo ▶ 1 mo ▶ During ▶ 1 mo after

THE SUGGESTED TIMELINE

Communities
- Culture and Context Worksheet Completed

Participants
- Participant Targeting Strategy completed

Operations
- **Timeline negotiated and contract signed**
- Blog/ Website set up, including basic info about the summit
- Applications for organizers ready to be launched

Curriculum and Schedule
- Lead Instructors confirmed and identified
- Number of design facilitators established

1 year | 9 mo | 6 mo | 3 mo | 1 mo | During | 1 mo after

Communities
- idea of how many and how far communities will be to determine basic costs

Participants
- Applications ready to launch
- Application Review Plan set

Operations
- Cost of venue established
- Account established
- Fundraising in gear
- Amount for scholarships determined
- Organizers Selected

Curriculum and Schedule
- Curriculum Goals Set and Learning Objectives Outlined
- Consultation with M+E Coordinator

1 year → 9 mo → 6 mo → 3 mo → 1 mo → During → 1 mo after

Communities
- Communities visited + informed with hands-on outreach activity
- Comm. Participants selected

Participants
- Participants confirmed and waitlisted notified
- Project selection form sent

Operations
- Transportation methods confirmed
- IDIN Materials Requests Made
- Visas secured (if necessary)

Curriculum and Schedule
- Detailed schedule ready
- Design facilitators begin to be trained on design cycle and deliverables

1 year | 9 mo | 6 mo | 3 mo | 1 mo | During | 1 mo after

Communities
- Housing/meals finalized
- Community/project pairing finalized
- Inform comm. about closing ceremony

Participants
- Participants confirm project topic ideas
- Participant Forms Due

Operations
- Health Ins. List Submitted
- Confirm arrival info + pick-up transport arranged
- Venue paid in part and prepared

Curriculum and Schedule
- Final schedule ready to share publicly on blog
- M+E plan confirmed and shared

1 year | 9 mo | 6 mo | 3 mo | 1 mo | During | 1 mo after

Communities
- Diversity Training
- Cross-culture orientation
- Invite 2 community members to closing ceremony

Participants
- Nighttime activities
- Roommates/housing
- Health and safety
- Feedback from participants

Operations
- Transportation
- IT
- Meals/venues
- Securing workshops/tools
- Shopping/ accounting
- Blogging/Photos

Curriculum and Schedule
- Schedule running
- Monitoring team dynamics
- Providing technical support
- Overseeing workshop activities

1 year → 9 mo → 6 mo → 3 mo → 1 mo → During → 1 mo after

Communities
- Hand off prototypes to community members

Participants
- 1 month newsletter sent to network to introduce new network members

Curriculum and Schedule
- Prototype assessment completed
- Project reports turned in
- Copy of actual schedule sent to IDIN

Operations
- Venue paid
- Per diems paid
- Copy of expense report or actual budget sent to IDIN

| 1 year | 9 mo | 6 mo | 3 mo | 1 mo | During | 1 mo after |

IDDS WORKSHEETS

For each milestone, there is a set of worksheets to help walk you and your team through the decisions you have to make and gives you space to write down what you and your team decide. The worksheets are color coded to match the particular component they address.

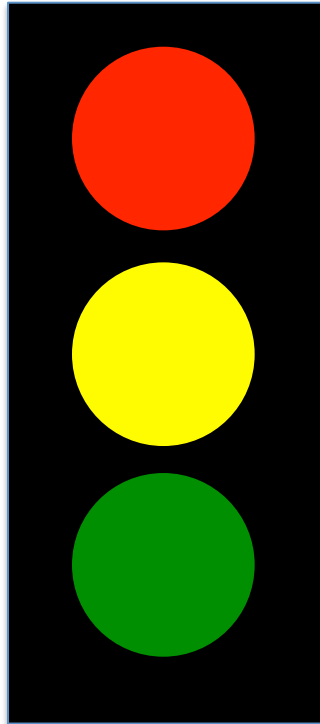**CURRICULUM + SCHEDULE**

PARTICIPANT EXPERIENCE

COMMUNITY ENGAGEMENT

OPERATIONS + FINANCE

THE MILESTONE STATUS CARD

https://drive.google.com/file/d/0B-LIZE9MjeZoZUtLZ1VBdXdZeU0/view?usp=sharing

- Red light – not ready

- Yellow light – ready with reservations

- Green light – ready to go!

Also includes a "Notes" section to help guide groups what to work on and by when