

WORLDCON RUNNERS GUIDE

Timeline Management

Introduction

It is acknowledged that Worldcons run better and smoother when using Timelines. A project's timeline is a road map to successful completion. Timelines help the Chair(s), Division Heads, Area Heads and Staff to track their progress with projects, determine if more resources are needed to complete their projects on time, help committee members to think about and plan their areas, facilitate inter-divisional communications, and to help the convention avoid foreseeable legal and financial emergencies. Timeline is usually assigned to one or two persons to maintain, typically under the Chair.

Information

So what information is included in a Timeline? Critical deadlines which are mandatory for Division Heads ("DHs"); key deliverable dates, also mandatory for DHs; and helpful information for dissemination by the DHs at their discretion.

So what information is included in a Timeline?



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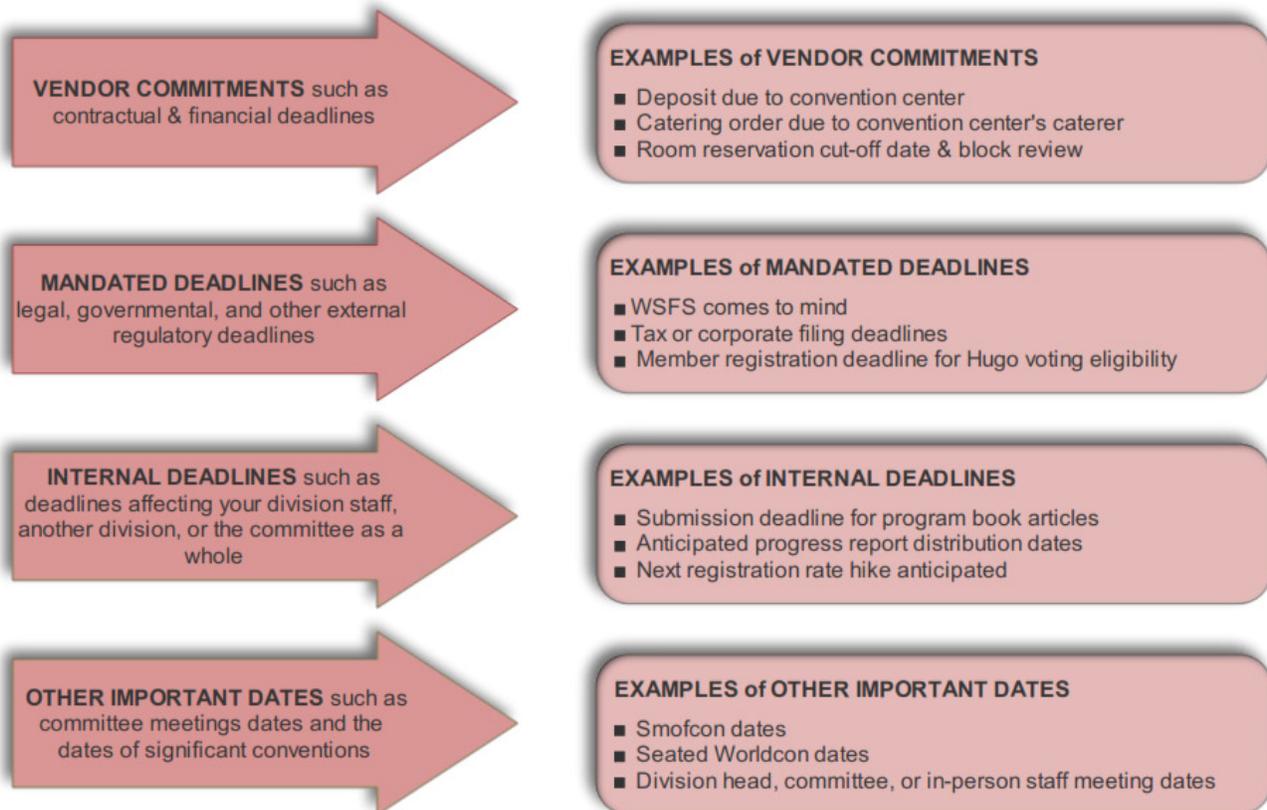
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Critical information can be: vendor commitments, such as contractual and financial deadlines; mandated deadlines, such as legal, governmental, and other external regulatory deadlines; internal deadlines, such as deadlines affecting your division staff, another division, or the committee as a whole; other important dates, such as committee meeting dates, religious holidays to help avoid meetings, and dates of significant conventions. Examples of vendor commitments are: deposit due to a hotel and/or convention center; catering order due to a hotel and/or convention center; room reservations cutoff dates and room block review dates. Examples of mandated deadlines are: WSFS issues, like Hugo Awards nominations/voting or Site Selection ballots released/voting; tax or corporate filing deadlines; member registration deadline for Hugo nomination/voting eligibility. Examples of internal deadlines: submission deadline for program book articles; anticipated progress report distribution dates; next registration rate hike anticipated. Examples of other important dates: SMOFcon (convention for convention runners, usually every December) dates; seated Worldcon dates; division head, committee, or in-person/online staff meeting dates.

CRITICAL INFORMATION



Mandatory
for all Division Heads



Key deliverable dates are for products, either tangible or intangible, for which the division is responsible; this includes information, services, physical items, or events. How do you identify a division's key deliverables? What are your division's primary products, its major contributions to the convention? What is the projected delivery date for each? Examples are: WSFS Division is responsible for delivering the Hugo rockets and bases to the Hugo Awards Ceremony; Events

Division is tasked with delivering the Hugo Awards Ceremony, Masquerade Contents, etc.; Marketing and Outreach Division is responsible for delivering a website as well as numerous updates; Finance Division provides a working convention budget, etc.

KEY DELIVERABLE DATES



Mandatory
for all Division Heads

WHAT ARE KEY DELIVERABLES?

Key Deliverables are products, either tangible or intangible, for which the division is responsible; this includes information, services, physical items, or events.

HOW TO IDENTIFY A DIVISION'S KEY DELIVERABLES

What are your division's primary products, its major contributions to the convention?
What is the projected delivery date for each?

EXAMPLES of KEY DELIVERABLES

- WSFS Division is responsible for delivering rockets & bases for the Hugo awards
- Events Division is tasked with delivering the Hugo Awards Ceremony
- Marketing & Outreach Division is responsible for delivering a web site as well as numerous updates
- Finance Division is responsible for providing a working convention budget
- You get the idea...

Helpful information provided by Timeline includes: breakdown of divisional projects into achievable steps; details can be as simple or as complex as needed; although optional, each division can use their Timeline to help plan the upcoming months; it is there to help you do your job better and with less stress. What are the steps needed to create this product? Would it be helpful to keep track of these steps using Timeline? Does your division have internal deadlines that affect your projects? Would tracking these deadlines using Timeline be helpful? Are there actions or deadlines about which it would be helpful to receive a reminder? If yes, then send it to Timeline.