

My Hero GANTT Chart and Timeline

| Weeks before/after event | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | Event | 4 weeks after |
|-------------------------------------|----|---|---|---|---|---|---|---|---|---|-------|---------------|
| Task | | | | | | | | | | | | |
| Identify educational topic/focus | | | | | | | | | | | | |
| Contact collaborating organizations | | | | | | | | | | | | |
| Reserve a venue | | | | | | | | | | | | |
| Plan presentation/stations | | | | | | | | | | | | |
| Recruit Guest Speakers | | | | | | | | | | | | |
| Order medals | | | | | | | | | | | | |
| Create/Duplicate materials | | | | | | | | | | | | |
| Children write letters | | | | | | | | | | | | |
| Distribute letters/award folders | | | | | | | | | | | | |
| Collect contact information | | | | | | | | | | | | |
| Translate letters (if needed) | | | | | | | | | | | | |
| Contact all heroes/families | | | | | | | | | | | | |
| Send out reminder flier | | | | | | | | | | | | |
| Make reminder phone calls | | | | | | | | | | | | |
| Buy materials | | | | | | | | | | | | |
| Pack/prepare for event | | | | | | | | | | | | |
| Copy any additional hand-outs | | | | | | | | | | | | |
| Set up for event | | | | | | | | | | | | |
| Hold event | | | | | | | | | | | | |
| Follow up with Heroes | | | | | | | | | | | | |

8-10 weeks before the event:

- Identify educational topic/focus
- Contact collaborating organizations
- Reserve a venue
- Plan presentation/stations
- Recruit guest speakers
- Order medals
- Create/duplicate materials

5-7 weeks before event:

- Children write letters
- Distribute letters/award folders
- Collect contact information
- Translate letters (if needed)

3-4 weeks before event:

- Contact all heroes/families

2 weeks before event

- Send out reminder flier

1 week before event:

- Make reminder phone calls
- Buy materials
- Pack/prepare for event
- Copy any additional handouts

Day of event:

- Set up for event
- Hold event

4 weeks after event:

- Follow up with Heroes

My Hero Planning Guide

