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| **AU CHALLENGE 2020 PROJECT PLAN** |  |  |  |
| **August** |
| **Who** | **Prepare recruitment and event** | **Deadline** | **X** |
| Xingyo | Plan B/C/D description/ Corona style (start up issue tree) | Mid sept. |  |
| PR/JD | Revise AU Challenge website | 30/8 | X |
| BE | Prepare application platform for AU Challenge + test | 30/8 | X |
| MK | Prepare Garuda profile platform and test bulk mail facility | 30/8 | X |
| MK | Approve and print posters, flyers etc. | 17/8  | X |
| MK | Approve and print banners, get offers from printers and lift service | 28/8 | X |
| PR | Plan recruitment and speaking time with teachers, create explicit recruitment plan, book volunteers on recruitment plan. Identify events, where we can recruit | 28/8 + ongoing in september | X |
| PR/ MK | Book coffee and cups and provide gloves and masks etc. | 31/8 | X |
| JD/ MK | Power point presentation for showing at lectures + usb copies | 31/8 | X |
| PR | Teachers post on Black Board | - |  |
| MK | Arrange case company participation in recruitment | 24/8 | X |
| MK | Revise time plan for companies | 24/8 | X |
| PR | Plan joint meeting for CC organizations | 28/8 + | X |
| MK | Plan joint meeting for all case companies + Rambøll | 24/8 | X |
| MK | Book judges and presence from case companies | 26/8 |  |
| MK | Arrangement of training course for participants with Rambøll and who for team building | 24/8 | X |
| JD  | Digital material, photos etc. | 24/8 | X |
| JD | Plan and book SoMe effort in August and September and create SoMe content, coordinate with: AU SoMe SoMe at associated organization at AUCasecompanies’ SoMeFaculty SoMe International studentsCasecompany take-over (also AU Instagram?)Create AU Challenge article for LIIndividual presentation of case companies and Rambøll on LI | 28/8 | X |
| JD/MG | Videos with ambassadors | 31/8 |  |
| JD/MG | Video manuscript for casecompanies + booking of SoMe video | 28/8 |  |
| Sabrina/MG | Take over responsibility for tech stuff from Jedrek, hold meeting | - |  |
| LN/TF/MK | Further work with case descriptions, get photos and graphics from casecompanies | - |  |
| All | Distribute flyers and posters on AU | - |  |
| ? | Book buses and bus trips to the companies, plan workshops there | - |  |
| MK | Create bags out of the old banners | - |  |
| Event | After party, start planning and book band and venue | - |  |
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| **September** |
|  | **Recruitment campaign is running!** |  |  |
| All | Present at lectures | - |  |
| All | Distribute flyers and posters on AU | - |  |
| JD | SoMe videos are finalized |  | X |
| JD | Company Instagram take over, company recruitment videos |  |  |
| MK | Companies participate in recruitment 2-3 times |  |  |
| PR | Booking of canteen and work rooms for the event | 5/9 |  |
| MK/ Event | Plan B/C/D description/ Corona style (start up issue tree) | 28/9 |  |
| PR | Hold joint meeting for all case companies and Rambøll | 30/9 |  |
| MK/PR | Hold general audition in The Kitchen with all precautions | 30/9 |  |
| MK | Banners are put up on the 17th Sep and taken down the 30th Sep | - |  |
| LN/TF/MK | Case descriptions are finalized | 14/9 |  |
| FM/TB | Planning of SMV Challenges ongoing | - |  |
| MK | Prepare documentation in collaboration with AU TV and AU communication staff, select events/times for them to participate | - |  |
| MK | Book photographer for main event/ Marius? | 14/9 | X |
| MK/? | Meeting about food for AU Challenge workshops and main event | 5/9 | X |
| MK | Status on AU Challenge to management/ EU, to be presented on the 7th October | 20/9 |  |
| MK/PR | Finalise food booking + clarify what and how to serve with Eva | 28/9 |  |
| All | Meet up with CC organizations on AU and coordinate activities | 14/9 | X |
| ? | Order t-shirts for all (+ two weeks delivery) | 25/9 |  |
| ? | Plan team building workshops in week 41 | 25/9 |  |
| MK | Prepare info for livestreaming for gymnasiums | 11/9 | X |
| PR/Dasha | Goodie Pack, gather goodies (also from case companies) and set up platform before the first workshop | 2/10 |  |
| MG | Start planning livestreaming | 25/9 |  |
| **October** |
|  | **Selection, workshops and further preparations for main event**  |  |  |
| MK/? | 1/10 is application deadline, selection, response and formation of the teams | 2/10 |  |
| MK/? | Generate profiles and send out | 2/10 |  |
| PR/? | Send out information about the case companies and explicit time plan /Goodie Pack | 2/10 |  |
| JD | Create FB groups for participants, divided in case company tracks | 4/10 |  |
| PR | Create minute plans for workshops | 3/10 |  |
| All | Training courses are held:Teambuilding in week 41 (5th, 7th and 8th)AU Challenge Team is responsible for team building part.Case solving in week 43 (19th, 21st, 22nd)Presentation Technique in week 44 (26th, 27th, 28th) | - |  |
| ? | Food, resources, seating plan etc. | 20/10 |  |
| MK | Lones welcome speech | 31/10 |  |
| BE | Create event platform in Conference Manager + test | 19/10 |  |
| MK/BE | Invite to AU Challenge main event: Case companiesRambøll and Danish IndustryNext years’ case companiesSME-companies participating in JanuaryCompanies collaborating with AUMunicipalitiesGymnasium classes, in order to fill up seats? | 19/10 |  |
| MK | Press announcement prepared and reach out to relevant media/ direct contacts | 20/10 |  |
| MK/LN/TF | Prepare bus trips/location, program for test cases, what to see etc. | 20/10 |  |
| MK/? | Make 3 x 4 trophies + company copies, coordinate gifts and trees for winners | - |  |
| PR/? | Coordinate Market place | - |  |
| PR/? | Coordinate band and after party | - |  |
| FM/TB | Planning of SMV Challenges ongoing | - |  |
| MK/LN/TF | Set up casedescriptions get photos etc.from casecompanies | 30/10 |  |
| **November** |
|  | **Company visits and main event** |  |  |
| MG | Livestreaming all set up/ test of platforms/ moderator etc | 1/11 |  |
| MG | Finished edit of three casepresentation videos | 5/11 |  |
| All | Bus trips and test cases in companies in week 46 (10th, 11th, 12th) |  |  |
| MK | Send out press announcement | - |  |
| PR/? | Case company universe with all resources for case solving | 14/11 |  |
| All | AU Challenge 2020 is held on 18th -20th November | - |  |
| PR | Create minute plan for Main event | 14/11 |  |
| MK/BE | Prepare diplomas for all |  |  |
| FM/TB | Promote SME Challenges, create network | - |  |
|  | Support the establishment of Accelerator progress for winners |  |  |
| FM/TB | Prepare SME Challenges |  |  |
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| **December** |
|  | **Collection of experiences, statements are made and recorded** |  |  |
| FM/TB | Further planning of SME Challenges/ hold meetings with SMEs |  |  |
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| **January** |
| MK | **Evaluation of AU Challenge 2020** |  |  |
| FM/TB | Recruit, plan and hold SME Challenges |  |  |
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| **February**  |
|  | **Hold SME Challenges and establish network** |  |  |
| FM/TB | Sustainability Network further established |  |  |
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| **March** |
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