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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 AU Casecompanies’ SoMe Faculty SoMe  International students Casecompany take-over (also AU Instagram?) Create AU Challenge article for LI Individual 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 companies Rambøll and Danish Industry Next years’ case companies SME-companies participating in January Companies collaborating with AU Municipalities Gymnasium 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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