

Project Management Report

Given that this committee has so many projects and events that it coordinates every year, and given that some projects recently, like the hare trail, throw up some surprises that we have to deal with, it was suggested that one way to keep things running smoothly – if possible, is to use project plans for every event and venture, which would then fit into an annual calendar.

This would have the advantage that we would have our meetings and make financial decisions in good time because we would take into account things like elections. It would mean that we were less likely to forget what needs to go on an agenda before it's too late to add it.

The attached is a project plan for St Aldhelm's Fair as an example.

I propose that we use this format with the correct dates and that we do this for every event and project we do.