

# White Paper: Task Schedule

Project Name:	Department of Rhetoric and Writing at UALR Strategic Plan White Paper
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Deadline	Task	Who	Value <sup>1</sup>	Status
<b>Week 13: Conduct research on UALR PTW program and complete task schedule</b>				
11/13/2018	Review materials on department <a href="#">website</a>	All team members	2	Completed
11/13/2018	Read Gomer/Hille <a href="#">An Essential Guide to SWOT Analysis</a>	All team members	2	Completed
11/15/2018	Investigate on-campus and online program competitors	All team members	2	Completed
11/15/2018	Investigate department web presence	All team members	2	Completed
11/16/2018	Conduct further program research (nature of, state of)	All team members	2	Completed
11/16/2018	Complete task schedule	Rhonda	2	Completed
<b>Week 14: S.W.O.T Analysis</b>				
11/26/2018	Select SWOT analysis template <a href="#">from this website</a>	Rhonda	1	
11/26/2018	Layout paper outline with TOC per <a href="#">this style sheet</a>	TM2	2	
11/27/2018	Write SWOT Analysis w/Week 13 research	TM2	5	
11/28/2018	Edit / finalize draft SWOT Analysis	TM3	4	
12/2/2018	Draft white paper	Rhonda	5	
<b>Week 15: White Paper Strategic Plan</b>				
12/3/2018	Schedule Hangout presentation with Dr. Barb	TM2	1	Completed
12/3/2018	Edit / finalize white paper	TM3	4	
12/3/2018	Use white paper to create presentation outline	Rhonda	2	
12/4/2018	Prepare PowerPoint presentation	TM3	5	
12/5/2018	Edit / finalize presentation	TM2	4	
12/6/2018	Dry run PowerPoint presentation in Google Hangouts	All team members	2	
<b>Week 16: Presenting the Strategic Plan</b>				
12/7/2018	Deliver Hangout presentation (11:30 a.m.)	Rhonda	3	

<sup>1</sup> Joanna Wolfe, "Balancing the Workload," in *Team Writing: A Guide To Working In Groups* (Boston: Bedford/St. Martin's, 2010), 44. In this scenario, estimated contribution values are as follows: Rhonda=25; TM2=26; TM3=27.