Create a timetable and identify links

You are going to create a timetable, taking account of the links between various tasks. One simple and powerful way, is to have a column for each work stream, with one row for each month. Then the start and end of each task can be put in their appropriate column.

This is not trivial, and often it will take several attempts to get right. It's best to involve people who have some idea of how long various tasks can take. Incidentally, it's good practice to build in some 'slack' – i.e. spare time. 20% is a typical recommendation if you know roughly how long each task will typically take, definitely more if you are guessing.

At this stage do check very carefully how one task depends on another having already been completed. Try and find someone who knows what they are talking about.

For example, you must finish fundraising before you sign the building contract. You will find, of course, that some tasks overlap.

	Building	Fund raise and engage with donors	Engage with community etc.	Set up new activities and handover
previous months, not shown here				
Jan 2019	Start review and sign contract	Finish fundraising	Finish celebrations to celebrate fundraising complete	
Feb 2019	Finish review and sign contract			
Mar 2019			Start arranging photo-recording of building work (continues to end of building work)	Start discussing wording of usage contract for new building
April 2019	Start building work			
May 2019				Wording of usage contract agreed
following months, not shown here				