

Example Lead-in timeline:

Resource type: template

Last updated: January 2016

When preparing for a discussion event there are many things to take into consideration. Planning this detail into a sequenced timeline can be a useful way to monitor your progress, making sure you don't forget anything along the way. The following example is taken from actual event that occurred in 2015, with any personal details removed/anonymised. NB. This timeline was relatively short due to timing pressures – you may like to start yours earlier in the process.

Lead-in timeline: “Insert title” e-discussion event.

17-19th March 2015

E-discussion Project Team: *Insert names of team here*

w/c Mon 9th February

- Feedback on proposition from senior stakeholders
- Introduction to theme managers

w/c Mon 16th February

- ‘Save the date’ email to everyone (from senior staff)
- Identification of key targets – conversation with theme manager: *Name (Role)* and *Name (Role)*
- Establish data collection process inc format, profile etc
- *Coordination team* catch-up 19th/20th tbd (*Person A* on leave 16th-18th)

w/c Mon 23rd February

- Reach out to specific individuals to write kick-starter contributions
- Thinking about roles and responsibilities (in team)
- *Senior Stakeholder* commitment building starts
- Developing discussion guide – breaking down themes into individual sub-questions
- Test discussion themes on champions/key participants?

w/c Mon 2nd March

- Draft and send full invitation email
- Review recruitment process – extra efforts needed?
- *Person C* out of action 2nd, 3rd, 4th

>ONE WEEK TO GO<

Monday 9th March - *not necessarily in this order!*

- Project team meeting to: update on commitment building, discuss roles and responsibilities, reflect on thread-development, review lead-in timeline, consider post-event output etc
- Facilitator(s) – confirm questions, thread names, logical division / sequencing of threads, and produce ‘discussion guide / prompting questions’ for reference during the event
- Facilitator(s) – Start drafting opening text for threads
- Agree roles and responsibilities: especially how will facilitators / convenors work together to advance the discussion once it is begun, division of days / threads between them
- *Person A/Person B* to share templates for key communications with participants e.g. thread openers, how to participate / login message, FAQs
- Identify Group name (team) then create new discussion group on Platform (*Person A/B*)

Tuesday 10th March

- Send event ‘1 week reminder’ email

Wednesday 11th March

- Chase for any outstanding ‘kick-starter’ contributions (tbc)

Thursday 12th March

- Final list of participants to be sent to (*Person A/B*)
- Bulk upload of new users to Eldis Communities (*Person A/B*)

Friday 13th March

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>WEEKEND<

Monday 16th March

- Email to all registered participants with logistics information about how to log in etc. Should also include details of how to add info and photos to their profile if they wish. (Adrian/Steve)
- Project team skype update meeting. (tbc)
- Early pm - opening thread text (to include a brief welcome, a little background info and the specific questions for discussion) and any Day 1 kick starter contributions finalised and sent to (*Person A/B*) to proof/edit and send to *Person D* for posting.

Tuesday 17th March – EVENT BEGINS

- 4am GMT – *Person D* posts opening thread on behalf of named Facilitator.
- 4.20-5.00am GMT – *Person D* posts any other kick starters or opening contributions
- 9am GMT send FAQ email to all registered participants
- 12.00 noon – Project team conference call / catchup tbc
- Mid pm – Text for day 2 opening thread & kick starter contributions finalised and sent to *Person A/B*.
- 16.00 – Circulate group visits report (*Person A/B*)
- 17.00 UK discussion support comes to an end and the summarisers start to produce a synthesis (TBC)
- Early evening - Facilitator to post summary reflection/closing post and prompt for discussion to continue through the night

Wednesday 18th March – EVENT Day 2

- 4am GMT – *Person D* posts day 2 opening thread on behalf of named Facilitator.
- 4.20-5.00am GMT – *Person D* posts any other kick starters or opening contributions
- 12.00 noon – Project team conference call / catchup tbc
- Mid pm – Text for day 3 opening thread & kick starter contributions finalised and sent to *Person A/B*.
- 16.00 – Circulate group visits report (*Person A/B*)
- 17.00 UK discussion support comes to an end and the summarisers start to produce a synthesis
- Early evening - Facilitator to post summary reflection/closing post and prompt for discussion to continue through the night

Thursday 19th March – EVENT Day 3

- 4am GMT – *Person D* posts day 3 opening thread on behalf of named Facilitator.
- 4.20-5.00am GMT – *Person D* posts any other kick starters or opening contributions
- 12.00 noon – Project team conference call / catchup tbc
- 16.00 – Circulate group visits report (*Person A/B*)
- 17.00 UK discussion support comes to an end and the summarisers start to produce a synthesis
- Early evening/Fri morning (tbc) - Facilitator to post final summary/closing post.

Friday 20th March

- Project team meet – reflections & next steps