

To Be Or Not To Be: A2A Theatre Heritage Project

Note: this example of a timetable for a new cataloguing project is supplied for comparison.

	2004												2005		
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Project Team															
Recruitment and appointment of staff	■	■	■												
Training by A2A Central Team				■											
Catalogue 1st collection				■	■	■									
Data to A2A Central Team						■									
Catalogue 2nd collection							■	■	■						
Data to A2A Central Team									■						
Catalogue 3rd collection										■	■	■			
Data to A2A Central Team													■		
A2A Central Team															
Quality assurance of 1st catalogue						■									
Load 1st catalogue on A2A database							■								
Quality assurance of 2nd catalogue									■						
Load 2nd catalogue on A2A database										■					
Quality assurance of 3rd catalogue													■		
Load 3rd catalogue on A2A database														■	
Project Team															
Online catalogue check							■			■				■	
Publicity - press releases, exhibition and talks													■	■	■
Outreach - education packs and schools workshop													■	■	■