

Task Checklist

DUE February 28

Partner 1 Name Tori Enlow Partner 2 Name Christina Khetsisouvanh

Assign task to a designated partner. Initial tasks as completed. Turn checklist in with final portfolio.

| Tasks | Task Delegation | | | | |
|-----------------------------------------------|-----------------|-----------|------|----------------------|----------|
| | Partner 1 | Partner 2 | Both | Completed (Initials) | Due Date |
| Focus Group #1 Recruiting | 1 | 2 | 3 | TE | |
| Focus Group #1 Scheduling | 1 | 2 | 3 | TE | |
| Focus Group #1 Transcription | 1 | 2 | 3 | TE | |
| Audience Analysis Write-Up | 1 | 2 | 3 | CK | |
| Audience Analysis Proofread | 1 | 2 | 3 | TE | |
| Project Proposal Write-up | 1 | 2 | 3 | TE | |
| Project Proposal Proofread | 1 | 2 | 3 | CK | |
| Sample Messages (Website Copy) Writing | 1 | 2 | 3 | TE CK | |
| Sample Messages (Website Copy) Editing | 1 | 2 | 3 | CK TE | |
| Sample Message (Social Media) Writing | 1 | 2 | 3 | CK TE | |
| Sample Message Editing (Social Media) Editing | 1 | 2 | 3 | TE CK | |
| Site creation and design | 1 | 2 | 3 | CK | |
| Manage content on site | 1 | 2 | 3 | TE CK | |
| Focus Group #2 Recruiting | 1 | 2 | 3 | CK | |
| Focus Group #2 Scheduling | 1 | 2 | 3 | CK | |
| Focus Group #2 Transcription | 1 | 2 | 3 | CK | |
| Message Testing Write-Up | 1 | 2 | 3 | TE | |
| Message Testing Editing | 1 | 2 | 3 | CK | |
| Make Final Edits for Portfolio | 1 | 2 | 3 | TE CK | |
| Organize and Bind Portfolio | 1 | 2 | 3 | TK | |

Task Checklist

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|-------------------------------------|---|---|---|-------|--|
| Write Final Presentation | 1 | 2 | 3 | TE CK | |
| Create Final Presentation Slideshow | 1 | 2 | 3 | TE | |