

Attendance Register

Name of Parish

Name of Group

FROM THE DAY _____ MONTH _____ YEAR 20 _____

TO THE DAY _____ MONTH _____ YEAR 20 _____ COMPLETED.

ACTIVITIES ATTENDANCE REGISTER

ALL LEADERS, PARTICIPANTS AND OTHERS WHO PARTICIPATE IN THE ACTIVITY NAMED
BELOW ARE REQUESTED TO SIGN THIS REGISTER

Function /Activity_____

Leader 1_____Leader 2_____

Venue_____

Start time_____End Time_____

DATE	____/____/____	PLEASE USE NEW PAGE WHEN DATE CHANGES. WHERE DATE CONTINUES FROM PREVIOUS PAGE , RE ENTER DATE	
PRINT NAME		SIGNATURE	FUNCTION

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Function /Activity	

Leader _____

Venue

Start time _____ **End Time** _____

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ACTIVITIES ATTENDANCE REGISTER

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Leader _____

Venue

Start time _____ **End Time** _____

[illegible]

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Leader _____

Venue

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Leader _____

Venue _____

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Leader _____

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1. Introduction and Welcome	1 time	10 minutes	None	Set the tone for the day.
2. Agenda Overview	1 time	10 minutes	Agenda document	Outline the day's topics.
3. Topic 1: Project Overview	1 time	30 minutes	Project charter, Scope document	Present the project goals and objectives.
4. Topic 2: Team Roles and Responsibilities	1 time	20 minutes	Team chart, RACI matrix	Clarify roles and responsibilities.
5. Topic 3: Risk Management	1 time	20 minutes	Risk register, Risk matrix	Discuss risk identification and mitigation.
6. Topic 4: Communication Plan	1 time	20 minutes	Communication plan document	Review communication channels and frequency.
7. Topic 5: Stakeholder Management	1 time	20 minutes	Stakeholder register, Stakeholder map	Identify and analyze stakeholders.
8. Topic 6: Project Monitoring and Control	1 time	20 minutes	Project dashboard, Performance reports	Discuss how project progress will be tracked.
9. Topic 7: Project Closure	1 time	20 minutes	Project closure checklist	Review the project end process.
10. Q&A Session	1 time	30 minutes	None	Open floor for questions.
11. Conclusion and Next Steps	1 time	10 minutes	None	Summarize the day and assign tasks.

Leader _____

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Function /Activity	Frequency	Duration	Location	Resources	Notes
1. Introduction and Welcome	1 time	10 minutes	Room 101	Project Charter, Welcome Packet	Set the tone for the project and introduce the team.
2. Project Overview	1 time	15 minutes	Room 101	Project Charter, Project Plan	Provide a high-level overview of the project goals and objectives.
3. Team Roles and Responsibilities	1 time	15 minutes	Room 101	Team Charter, RACI Matrix	Clarify the roles and responsibilities of each team member.
4. Project Schedule	1 time	15 minutes	Room 101	Project Plan, Gantt Chart	Review the project timeline and key milestones.
5. Communication Plan	1 time	15 minutes	Room 101	Communication Plan, Meeting Agenda	Establish the communication protocols and meeting schedule.
6. Project Risks	1 time	15 minutes	Room 101	Risk Register, Risk Assessment	Identify potential risks and develop mitigation strategies.
7. Project Budget	1 time	15 minutes	Room 101	Budget Plan, Financial Report	Review the project budget and financial constraints.
8. Project Closing	1 time	10 minutes	Room 101	Project Charter, Project Plan	Summarize the meeting and provide next steps.

Leader _____

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1. Introduction and Welcome	1 time	10 minutes	Room 101	Project Charter, Welcome Packet	Set the tone for the project and introduce the team members.
2. Project Overview	1 time	15 minutes	Room 101	Project Charter, Project Overview Document	Provide a high-level overview of the project goals, objectives, and scope.
3. Team Roles and Responsibilities	1 time	15 minutes	Room 101	Team Charter, RACI Matrix	Define the roles and responsibilities of each team member.
4. Project Schedule and Milestones	1 time	15 minutes	Room 101	Project Schedule, Gantt Chart	Review the project timeline and key milestones.
5. Communication Plan	1 time	15 minutes	Room 101	Communication Plan Document	Establish the communication protocols and channels.
6. Project Risks and Issues	1 time	15 minutes	Room 101	Risk Register, Issue Log	Identify potential risks and issues and develop mitigation strategies.
7. Project Budget and Financials	1 time	15 minutes	Room 101	Project Budget, Financial Report	Review the project budget and financial performance.
8. Project Status Report	1 time	15 minutes	Room 101	Project Status Report Document	Provide a summary of the project's current status and progress.
9. Project Next Steps	1 time	15 minutes	Room 101	Project Action Plan	Identify the next steps and assign tasks to team members.
10. Project Meeting Summary	1 time	10 minutes	Room 101	Meeting Minutes	Summarize the key points discussed during the meeting.

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Function /Activity	Frequency	Duration	Location	Resources	Notes
1. Introduction and Welcome	1 time	10 minutes	Online	Zoom link, Welcome email	Set the tone for the course.
2. Unit 1: Introduction to Project Management	1 time	1 hour	Online	Project Management Fundamentals PDF, Video Lectures	Cover the basics of project management.
3. Unit 2: Project Planning and Scheduling	1 time	1 hour	Online	Project Planning Tools PDF, Video Lectures	Learn how to create a project plan and schedule.
4. Unit 3: Risk Management	1 time	1 hour	Online	Risk Management Strategies PDF, Video Lectures	Understand how to identify and manage project risks.
5. Unit 4: Project Communication	1 time	1 hour	Online	Communication Tools PDF, Video Lectures	Learn how to communicate effectively on a project.
6. Unit 5: Project Monitoring and Control	1 time	1 hour	Online	Monitoring and Control Tools PDF, Video Lectures	Learn how to track project progress and control costs.
7. Unit 6: Project Closure	1 time	1 hour	Online	Project Closure Checklist PDF, Video Lectures	Learn how to properly close a project.
8. Final Project: Planning and Executing a Project	1 time	2 hours	Online	Project Charter Template, Project Plan Template, Risk Register Template, Communication Plan Template, Monitoring and Control Tools	Apply all the concepts learned in the course to a real-world project.
9. Course Review and Feedback	1 time	10 minutes	Online	Feedback Form	Get feedback from students on the course.

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2. Unit 1: Introduction to Project Management	1 time	1 hour	Online	Project Management Fundamentals PDF, Video Lectures	Cover the basics of project management.
3. Unit 2: Project Planning and Scheduling	1 time	1 hour	Online	Project Planning Tools PDF, Video Lectures	Learn how to create a project plan and schedule.
4. Unit 3: Risk Management	1 time	1 hour	Online	Risk Management Strategies PDF, Video Lectures	Understand how to identify and manage project risks.
5. Unit 4: Project Communication	1 time	1 hour	Online	Communication Tools PDF, Video Lectures	Learn effective communication techniques for project teams.
6. Unit 5: Project Monitoring and Control	1 time	1 hour	Online	Monitoring and Control Tools PDF, Video Lectures	Understand how to track project progress and control changes.
7. Unit 6: Project Closure	1 time	1 hour	Online	Project Closure Checklist PDF, Video Lectures	Learn how to properly close a project.
8. Final Project: Develop a Project Plan	1 time	2 hours	Online	Project Plan Template PDF, Video Lectures	Apply project management knowledge to a real-world scenario.
9. Course Review and Feedback	1 time	10 minutes	Online	Feedback Form PDF	Gather feedback from students to improve the course.

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1. Introduction and Welcome	1 time	10 minutes	None	Set the tone for the day.
2. Agenda Review	1 time	10 minutes	Agenda document	Ensure everyone knows the schedule.
3. Networking and Lunch	1 time	1 hour	Lunch venue	Encourage participants to connect.
4. Keynote Address	1 time	30 minutes	Keynote speaker	Provide inspiration and vision.
5. Panel Discussion	1 time	45 minutes	Panelists, Moderator	Address key challenges and solutions.
6. Breakout Sessions	2 times	30 minutes each	Topic experts	Deep dive into specific topics.
7. Networking and Refreshments	1 time	1 hour	Refreshment area	Facilitate informal discussions.
8. Closing Remarks	1 time	10 minutes	None	Summarize the day and thank participants.

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2. Project Overview	1 time	15 minutes	Room 101	Project Charter, Project Overview Document	Provide a high-level overview of the project goals, objectives, and scope.
3. Team Roles and Responsibilities	1 time	15 minutes	Room 101	Team Charter, RACI Matrix	Define the roles and responsibilities of each team member.
4. Project Schedule and Milestones	1 time	15 minutes	Room 101	Project Schedule, Milestones Document	Review the project schedule and key milestones.
5. Project Communication Plan	1 time	15 minutes	Room 101	Communication Plan Document	Establish the communication channels and frequency.
6. Project Risk Management	1 time	15 minutes	Room 101	Risk Management Document	Identify potential risks and develop mitigation strategies.
7. Project Budget and Financials	1 time	15 minutes	Room 101	Budget Document	Review the project budget and financials.
8. Project Closing and Next Steps	1 time	10 minutes	Room 101	Project Charter, Project Overview Document	Summarize the meeting and outline the next steps.

Leader _____

Venue

Start time _____ **End Time** _____

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Function /Activity					

Leader _____

Venue

Start time _____ **End Time** _____

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Venue

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Venue

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Venue

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Function /Activity	Frequency	Duration	Resources	Notes
1. Introduction and Welcome	1 time	10 minutes	None	Set the tone for the day.
2. Agenda Review	1 time	5 minutes	Agenda document	Ensure everyone knows the schedule.
3. Icebreaker Activity	1 time	15 minutes	Icebreaker questions	Help participants get to know each other.
4. Keynote Presentation	1 time	30 minutes	Keynote speaker	Provide an overview of the conference theme.
5. Breakout Session 1	1 time	45 minutes	Topic 1 materials	Deep dive into the first topic.
6. Breakout Session 2	1 time	45 minutes	Topic 2 materials	Deep dive into the second topic.
7. Lunch Break	1 time	30 minutes	Lunch catering	Networking opportunity.
8. Panel Discussion	1 time	30 minutes	Panelists, Moderator	Expert insights on the conference theme.
9. Breakout Session 3	1 time	45 minutes	Topic 3 materials	Deep dive into the third topic.
10. Breakout Session 4	1 time	45 minutes	Topic 4 materials	Deep dive into the fourth topic.
11. Networking Session	1 time	30 minutes	Networking materials	Open time for participants to connect.
12. Closing Remarks	1 time	10 minutes	None	Thank everyone and provide contact information.

Leader _____

Venue

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1. Introduction and Welcome	1 time	10 minutes	None	Set the tone for the day.
2. Agenda Review	1 time	5 minutes	Agenda document	Ensure everyone knows the schedule.
3. Icebreaker Activity	1 time	15 minutes	Icebreaker questions	Help participants get to know each other.
4. Keynote Presentation	1 time	45 minutes	Keynote speaker	Focus on the main theme of the conference.
5. Panel Discussion	1 time	30 minutes	Panelists, Moderator	Topic: Future of AI in Marketing.
6. Networking Break	2 times	15 minutes each	Refreshments	Encourage interaction between attendees.
7. Workshop: Content Marketing Strategy	1 time	60 minutes	Workshop materials	Hands-on learning experience.
8. Lunch	1 time	30 minutes	Lunch catering	Relax and continue networking.
9. Q&A Session with Keynote Speaker	1 time	15 minutes	Keynote speaker	Address audience questions.
10. Closing Remarks	1 time	10 minutes	None	Thank everyone and provide contact info.

Leader _____

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1. Introduction and Welcome	1 time	10 minutes	Online	Zoom link, Welcome email	Set the tone for the course.
2. Unit 1: Introduction to Project Management	1 time	45 minutes	Online	Slide deck, Video, Handout	Cover the basics of project management.
3. Unit 2: Project Planning	1 time	45 minutes	Online	Slide deck, Video, Handout	Discuss the importance of planning.
4. Unit 3: Project Execution	1 time	45 minutes	Online	Slide deck, Video, Handout	Explore the execution phase.
5. Unit 4: Project Monitoring and Control	1 time	45 minutes	Online	Slide deck, Video, Handout	Learn how to track progress.
6. Unit 5: Project Closure	1 time	45 minutes	Online	Slide deck, Video, Handout	Understand the final steps.
7. Final Project Presentation	1 time	30 minutes	Online	Zoom link, Presentation template	Students present their projects.
8. Course Evaluation	1 time	10 minutes	Online	Survey form	Gather feedback for improvement.

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Function /Activity	Frequency	Duration	Resources	Notes
1. Introduction and Welcome	1 time	10 minutes	None	Set the tone for the day.
2. Agenda Overview	1 time	10 minutes	Agenda document	Outline the day's topics.
3. Icebreaker Activity	1 time	15 minutes	Icebreaker questions	Engage participants.
4. Topic 1: Project Overview	1 time	30 minutes	Project charter	Present the project goals.
5. Topic 2: Team Roles	1 time	20 minutes	Team chart	Assign roles and responsibilities.
6. Topic 3: Project Schedule	1 time	20 minutes	Gantt chart	Review the project timeline.
7. Topic 4: Risk Management	1 time	20 minutes	Risk register	Identify potential risks.
8. Topic 5: Communication Plan	1 time	20 minutes	Communication matrix	Establish communication protocols.
9. Topic 6: Stakeholder Engagement	1 time	20 minutes	Stakeholder map	Identify key stakeholders.
10. Topic 7: Project Budget	1 time	20 minutes	Budget spreadsheet	Review project costs.
11. Topic 8: Project Closeout	1 time	10 minutes	None	Summarize the day's activities.

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