

SUBJECT

ACTION ITEM SCHEDULE

DATE ISSUED

Sept. 4, 1973

NO.

1.1.5

CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

page 1

POLICY

Division projects will be organized and coordinated by means of an Action Item Schedule to insure effective, smooth, consistent and harmonious attainment of project objectives.

IMPLEMENTATION

The Action Item Schedule will set forth standard terminology, facilitate communication within the division groups and will set forth specific authority and responsibilities of project management for division-sponsored and funded projects.

Activities will be divided and allotted so that concerned individuals perform tasks when required and as desired to meet the schedules established for accomplishment of project objectives.

Duties will be clearly titled and defined to insure that individuals will know what their tasks are, how their tasks relate to each other and where the authority for decisions needed to accomplish these tasks rests.

The Action Item Schedule enables individuals to work effectively as a team avoiding needless duplication of effort. Misunderstanding and confusion as to who is to do what work is avoided. Responsibilities are clearly understood and lines of communication are opened.

DEFINITIONS

Project: An overall planned undertaking to accomplish a defined area of work in a specified time period as determined by an approved division-funded plan.

Task: A portion of a project, as determined by the project manager, which has been assigned to support personnel for completion.

Project Manager: Is responsible for managing a project and acts with delegated authority of the Vice-President of Church Administration. He is responsible for interaction with concerned groups and for financial, schedule and technical performance on his assigned project.

POLICY

AC 643

WORLDWIDE
CHURCH OF GOD

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page 2

Support Group: Individuals who participate in a project through assignment of one or more authorized task responsibilities.

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CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

page 1

Responsibility

Vice-President of
Church Administration
and Project Team

Action

1. Develop and list ideas, keeping major and secondary management objectives in focus. Develop and list problems, ideas, changes desired, questionable organizational gray areas and projects to be accomplished. These can be listed either in question or statement form.

All management and supervisory personnel should participate, thus providing a variety of ideas which may expose undefined organizational gray areas or problems within the organization.

2. Organize ideas. Organize and group ideas by major categories such as: financial, production, personnel, administration, etc.
3. Develop project titles. Rework ideas into project titles which name exactly what the project will involve.

Examples:

- Budget Development and Study
 - Personnel Requirement Study
 - Acquisition Procedure Feasibility Study
4. Define projects. Develop a concise statement of work. Define the purpose of each task and what is to be accomplished. This definition can be written in question or statement form.

Example:

- Budget Development and Study: Determine budget constraints and requirements; establish format; set up budget system.

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page 2

ResponsibilityAction

- Personnel Requirement Study: Review industrial employment standards; evaluate present and future employment needs; write proposal to top management.
 - Acquisition Procedure Feasibility Study: What type of acquisition procedures are available? What are our requirements? Which system should we adopt? How can we monitor the system? Will it solve our present acquisition problems?
- Vice-President of Church Administration
5. Establish priorities. Determine which items are most urgent and set in order of priority.
 6. Assign project manager and individual tasks. Appoint project manager to direct and monitor entire project. Assign tasks to appropriate management and supervisory support personnel.
- Vice-President of Church Administration and Project Team
7. Establish schedule and deadlines. Shall review assignments and establish a schedule of milestone objectives (i. e. research [start and complete], preliminary and final report, due dates, etc.
- Vice-President of Church Administration
Vice-President of Church Administration
and Project Team
8. Allocate funds.
 9. Monitor and update progress. The project manager shall regularly update individual task assignments and forward a copy of his Action Item Schedule to the Vice-President of Church Administration. Update should occur weekly, bi-weekly, or monthly depending upon project management requirements.