

Creative Commons Project Management and Operations Plan

Challenge	Solution
PROJECT MANAGEMENT	
PROJECT MANAGEMENT TOOL	<p>- We will use PHP Collabnet, an online project management tool to keep track of near-term and long-term projects and tasks</p> <p>-Every Thursday</p> <p>*current projects will be reviewed for progress, and timelines will be set *new projects will be listed in Collabnet *all projects will be prioritized</p> <p>-Projects should be categorized as:</p> <p>-PROJ-project -MAIN-maintenance/enhancement -LT-long-term -TASK-task -PLAN-plan</p>
STRATEGY	-We will review our big picture strategy and how we are doing in respect to it, using the framework of the CC Machine, the first Monday of every month
ABUNDANCE OF WORK	<p>-We will reprioritize project in Collabnet every Thurs, based on time sensitivity, and resource needs</p> <p>-We will hand off all non-mission critical projects to trusted Project Leads</p>
OWNERSHIP	<p>-Every project, and relationship will have an owner designated in Collabnet.</p> <p>-Subtasks can be farmed out, but ultimately the owner needs to make sure the project gets completed</p>
PROJECT MANAGEMENT PLAN	-Project owners will spec out a project plan, including, tasks, and timelines for immediate projects in the pipeline
MORALE	<p>-CC staff review and feedback first Thursday every month</p> <p>-CC management review and feedback first Monday every month</p>

PROJECT LEADS	<p>-We will screen external Project Leads by:</p> <ul style="list-style-type: none"> -resume -interview -commitment level <p>-We will acknowledge Project Leads by:</p> <ul style="list-style-type: none"> -working with Larry -listing project managers on our website <p>-We will work with Project Leads by:</p> <ul style="list-style-type: none"> -updating projects on Collabnet once a week -tracking progress on Collabnet -get a report from Project Managers once a week -speaking on phone, whenever necessary <p>-To manage them properly, we will have no more than 4-5 Project Managers at any one time</p>
WEBSITE CONTENT	
FEATURED COMMONER	<p>-We will release a new Featured Commoner interview during the first week of every month</p> <ul style="list-style-type: none"> -We will try to vary subject -This will be farmed out to a project manager
FOUNDERS' COPYRIGHT	<p>-We will announce new FC adopters during the third week of every other month on the front page of our site</p>
BLOG	<p>-Updated on ad hoc basis</p>
NEWS	<p>-Ad hoc updates</p>
FAQ	<p>-Update once a month</p>
SUPPORT EMAILS	<p>-Answer within two weeks</p>
MONTHLY MANAGEMENT REPORTS	
<p>SITE STATS</p> <p>We need a monthly site stats report</p>	<p>-Monthly site stats report due on the 15th of every month (unless it's a weekend, then the next Monday) including:</p> <ul style="list-style-type: none"> -Google search for link-backs -All The Web search for link-backs -Search under "this work is licensed under a Creative Commons license" -Search under "Creative Commons" -Link-back search under 11 license options

	<ul style="list-style-type: none"> -Top Referring sites -#Requests -#Requests for pages -#Distinct hosts served -Distribution of license requests -#Requests for “some rights” and “no rights” gifs
FINANCES Once a month financial report	Once a month financial report by fifth business day every month
PROJECT STATUS We need a monthly update status report	Monthly Creative Commons management report, what we’ve done and where we are headed due first week every month
OFFICE STUFF	
BILLS	<ul style="list-style-type: none"> -Monthly bills are: <ul style="list-style-type: none"> -Hosting – auto-charge -Salaries – auto-charge -Christiane – check -Conferencecall.com – auto-charge -Insurance – billpay -Credit Card – billpay -Ad hoc bills – paying by hand -Stanford rent – accounts payable
REIMBURSEMENTS, INVOICES, RECEIPTS	<ul style="list-style-type: none"> -We need to create separate folders for reimbursements, receipts, and invoices -We must have a reimbursement forms for all reimbursements, with receipts attached
GOVERNMENT FILINGS	Ad hoc: <ul style="list-style-type: none"> Attorney General, CA -Taxes (990) -Taxes, Quarterly filings by Interpay -Franchise Tax Board -Massachusetts PC form
INSURANCE	<ul style="list-style-type: none"> -Directors -Health -Workmans Comp
MEETINGS AND CALENDAR	
MEETING We need a regular meeting schedule	<ul style="list-style-type: none"> -Monday morning, team including Larry -Thursday afternoon, team

CALENDAR	-We will use the team calendar on Collabnet
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