

| ID | Task Mode | Task Name | Duration | Start | Finish | Sun 1/27 | Wed 1/30 |
|----|-----------|--|----------|--------------|--------------|----------|----------|
| 1 | ? | TRUSTEE TASKS | | | | 12 | 12 |
| 2 | ? | Work programme | | | | | |
| 3 | ? | Adopt final work programme | 5 days | Fri 3/15/19 | Thu 3/21/19 | | |
| 4 | ? | Review draft work programme | 5 days | Fri 3/15/19 | Thu 3/21/19 | | |
| 5 | ? | Election | | | | | |
| 6 | ? | Board receives advice in situation where four new Trustees may be elected | 5 days | Fri 6/14/19 | Thu 10/24/19 | | |
| 7 | ? | Informal get-together of all Trustees prior to first Board meeting of new triennium | 1 day | Fri 6/14/19 | Thu 6/20/19 | | |
| 8 | ? | Appoint Chair and Deputy Chair at first Board meeting of new triennium | 5 days | Thu 10/17/19 | Thu 10/17/19 | | |
| 9 | ? | Meetings | | | | | |
| 10 | ? | Confirm 2019/20 meeting schedule (regular Board & Committee meetings, special meetings and workshops) | 5 days | Fri 10/18/19 | Thu 10/24/19 | | |
| 11 | ? | Confirm dates for receipt of reports from GSLS & Cobblestones and their attendance at Board meetings | 5 days | Fri 3/15/19 | Thu 3/21/19 | | |
| 12 | ? | Confirm dates for attendance of financial & property advisors at Board meetings | 5 days | Fri 3/15/19 | Thu 3/21/19 | | |
| 13 | ? | Grants | | | | | |
| 14 | ? | Consider GSLS summary application and confirm grants to be paid to sports clubs in March 2019 (old strategy) | 5 days | Fri 2/15/19 | Thu 3/19/20 | | |
| 15 | ? | Consider education grant applications and confirm grants to be paid to individuals in March 2019 | 5 days | Fri 3/8/19 | Thu 3/14/19 | | |
| 16 | ? | Consider community grant applications and confirm grants to be paid in March 2019 | 5 days | Fri 3/8/19 | Thu 3/14/19 | | |
| 17 | ? | Consider community grant applications and confirm grants to be paid in September 2019 | 5 days | Fri 9/13/19 | Thu 9/19/19 | | |
| 18 | ? | Consider education grant applications and confirm grants to be paid to institutions in December 2019 | 5 days | Fri 11/15/19 | Thu 11/21/19 | | |
| 19 | ? | Confirm grant to be paid to GSLS (for 2019/20 salary support) in March 2020 | 5 days | Fri 3/6/20 | Thu 3/12/20 | | |
| 20 | ? | Consider GSLS summary application and confirm grants to be paid to sports clubs in March 2020 (new strategy) | 5 days | Fri 3/6/20 | Thu 3/12/20 | | |
| 21 | ? | Consider education grant applications and confirm grants to be paid to individuals in March 2020 | 5 days | Fri 3/6/20 | Thu 3/12/20 | | |
| 22 | ? | Consider community grant applications and confirm grants to be paid in March 2020 | 5 days | Fri 3/6/20 | Thu 3/12/20 | | |
| 23 | ? | Consider ad hoc grants applications and confirm grants to be paid as they arise | 5 days | Fri 3/6/20 | Thu 3/12/20 | | |
| 24 | ? | Strategies & policies | | | | | |
| 25 | ? | Workshop strategic plan | 285 days | Fri 2/15/19 | Thu 3/19/20 | | |
| 26 | ? | Review and adopt strategic plan | 1 day | Mon 2/11/19 | Fri 11/22/19 | | |
| 27 | ? | Workshop long term financial strategy and policies | 1 day | Thu 5/2/19 | Thu 5/2/19 | | |
| 28 | ? | Review and adopt long term financial strategy and policies | 5 days | Mon 5/13/19 | Fri 5/17/19 | | |
| 29 | ? | Workshop property strategy | 1 day | Wed 2/13/19 | Wed 2/13/19 | | |
| 30 | ? | (Re)confirm property strategy | 5 days | Mon 3/18/19 | Fri 3/22/19 | | |
| 31 | ? | Review effectiveness of education grant funding strategies and policies | 1 day | Thu 4/4/19 | Thu 4/4/19 | | |
| 32 | ? | (Re)confirm education grant funding strategies and policies | 5 days | Mon 4/15/19 | Fri 4/19/19 | | |
| 33 | ? | Discuss SCE grant funding strategy with Cobblestones Trust and Plunket (Chairman & Deputy Chairman) | 1 day | Mon 4/1/19 | Mon 4/1/19 | | |
| 34 | ? | Review public feedback on draft SCE grant funding strategy and agree any changes | 5 days | Mon 4/15/19 | Fri 4/19/19 | | |
| 35 | ? | Public meeting re. proposed SCE grant funding strategy | 15 days | Mon 2/11/19 | Fri 3/1/19 | | |
| 36 | ? | Adopt SCE grant funding strategy | 5 days | Fri 4/12/19 | Thu 4/18/19 | | |
| 37 | ? | Review financial and operating policies at first Board meeting of new triennium | 1 day | Mon 5/13/19 | Mon 5/13/19 | | |
| 38 | ? | (Re)confirm financial and operating policies at second Board meeting of new triennium | 5 days | Thu 5/23/19 | Wed 5/29/19 | | |
| 39 | ? | Annual budget | | | | | |
| 40 | ? | Workshop draft 2019/20 budget and agree any revisions | 11 days | Mon 11/18/19 | Fri 11/22/19 | | |

Critical Split Task Progress Manual Task Start-only Baseline Baseline Split Baseline Milestone Milestone Summary Progress Summary Manual Summary Project Summary External Tasks External Milestone Inactive Task Inactive Milestone Inactive Summary Deadline

| ID | Task Mode | Task Name | Duration | Start | Finish | Sun 1/27 | Wed 1/30 |
|----|-----------|---|-----------------|--------------------|---------------------|----------|----------|
| 41 | ▶ | Review and adopt final 2019/20 budget | 5 days | Fri 3/15/19 | Thu 3/21/19 | 12 | 12 |
| 42 | ▶ | Annual performance report | 8 days | Tue 5/7/19 | Thu 5/16/19 | | |
| 43 | ▶ | Review draft Performance Report (A&R Committee members only) | 3 days | Tue 5/7/19 | Thu 5/9/19 | | |
| 44 | ▶ | Approve release of draft Performance Report to auditor | 5 days | Fri 5/10/19 | Thu 5/16/19 | | |
| 45 | ▶ | Annual audit | 47 days | Wed 6/12/19 | Thu 8/15/19 | | |
| 46 | ▶ | Review audited, stamped Performance Report and audit certificate (A&R Committee members only) | 2 days | Wed 6/12/19 | Thu 6/13/19 | | |
| 47 | ▶ | Authorise Chairman/Deputy Chairman to sign audited Performance Report and letter of representation | 5 days | Fri 6/14/19 | Thu 6/20/19 | | |
| 48 | ▶ | Review draft response to audit management report (A&R Committee members only) | 4 days | Mon 8/5/19 | Thu 8/8/19 | | |
| 49 | ▶ | Approve release of formal response to audit management report to auditor | 1 day | Thu 8/15/19 | Thu 8/15/19 | | |
| 50 | ▶ | AGM | 1 day | Wed 8/14/19 | Wed 8/14/19 | | |
| 51 | ▶ | Attend AGM (Chairman to draft and give presentation) | 1 day | Wed 8/14/19 | Wed 8/14/19 | | |
| 52 | ▶ | Performance and remuneration | | | | | |
| 53 | ▶ | Undertake staff performance reviews and determine any performance bonus or pay increase (Chairman & Deputy) | 1 day | Fri 4/26/19 | Fri 4/26/19 | | |
| 54 | ▶ | Confirm pay adjustments (if any) following staff performance reviews Board | 10 days | Mon 4/29/19 | Fri 5/10/19 | | |
| 55 | ▶ | Agree new performance targets for y/e 31/3/20 with GM and AO (Chairman) | 10 days | Mon 4/29/19 | Fri 5/10/19 | | |
| 56 | ▶ | Risk management | | | | | |
| 57 | ▶ | Workshop risks with consultant | 1 day | Thu 9/5/19 | Thu 9/5/19 | | |
| 58 | ▶ | Approve risk schedule and monitoring framework and confirm A&R Committee meeting schedule | 5 days | Fri 1/10/20 | Thu 1/16/20 | | |
| 59 | ▶ | MANAGEMENT TASKS | | | | | |
| 60 | ▶ | Work programme | 36 days | Mon 1/28/19 | Mon 3/18/19 | | |
| 61 | ▶ | Draft work programme | 35 days | Mon 1/28/19 | Fri 3/15/19 | | |
| 62 | ▶ | Amend draft as necessary and present final work programme for adoption by Board | 16 days | Mon 2/25/19 | Mon 3/18/19 | | |
| 63 | ▶ | Election | 149 days | Mon 4/1/19 | Thu 10/24/19 | | |
| 64 | ▶ | Obtain SWDC election programme and timetable from returning officer | 5 days | Mon 4/1/19 | Fri 4/5/19 | | |
| 65 | ▶ | Obtain legal advice re. scenario where more than three new Trustees could be elected | 20 days | Mon 4/29/19 | Fri 5/24/19 | | |
| 66 | ▶ | Confirm candidate information to be supplied to returning officer (Electionz) | 5 days | Mon 5/27/19 | Fri 5/31/19 | | |
| 67 | ▶ | Establish each Trustee's status - standing down or continuing? | 10 days | Mon 8/5/19 | Fri 8/16/19 | | |
| 68 | ▶ | Respond to queries from prospective candidates | 45 days | Mon 6/17/19 | Fri 8/16/19 | | |
| 69 | ▶ | Arrange for confirmed candidates to attend a public meeting | 5 days | Mon 8/12/19 | Fri 8/16/19 | | |
| 70 | ▶ | Update and supply induction pack to newly elected Trustees | 11 days | Mon 9/30/19 | Mon 10/14/19 | | |
| 71 | ▶ | Arrange an informal get together of all Trustees prior to first Board meeting | 2 days | Mon 10/14/19 | Tue 10/15/19 | | |
| 72 | ▶ | Issue papers for first Board meeting of new triennium | 5 days | Fri 10/18/19 | Thu 10/24/19 | | |
| 73 | ▶ | Strategies & policies | 206 days | Mon 2/11/19 | Mon 11/25/19 | | |
| 74 | ▶ | Prepare presentation for strategic plan workshop | 3 days | Mon 4/29/19 | Wed 5/1/19 | | |
| 75 | ▶ | Draft 10 year strategic plan for Board approval | 5 days | Mon 5/6/19 | Fri 5/10/19 | | |
| 76 | ▶ | Prepare presentation for long term financial strategy workshop | 2 days | Mon 2/11/19 | Tue 2/12/19 | | |
| 77 | ▶ | Draft long term financial strategy for Board approval | 15 days | Mon 2/25/19 | Fri 3/15/19 | | |
| 78 | ▶ | Prepare presentation for review of property strategy | 3 days | Mon 4/1/19 | Wed 4/3/19 | | |
| 79 | ▶ | Draft revised property strategy for Board (re)confirmation | 5 days | Mon 4/8/19 | Fri 4/12/19 | | |
| 80 | ▶ | Prepare report on effectiveness of education grant funding strategies and policies | 10 days | Mon 3/18/19 | Fri 3/29/19 | | |

■ Critical
■ Critical Split
■ Critical Progress
■ Task
■ Split
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■ Manual Task
■ Start-only
■ Finish-only
■ Duration-only
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■ Baseline Split
■ Baseline Milestone
■ Milestone
■ Summary Progress
■ Summary
■ Manual Summary
■ Project Summary
■ External Tasks
■ External Milestone
■ Inactive Task
■ Inactive Milestone
■ Inactive Summary
■ Deadline

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|-----|-----------|--|----------------|--------------------|--------------------|----------|----------|
| 81 | ✔ | Prepare and present revisions (if any) to education grant funding strategies and policies | 5 days | Mon 4/8/19 | Fri 4/12/19 | 12 | 12 |
| 82 | ✔ | Issue draft social, cultural and environmental (SCE) grant funding strategy for public consultation | 15 days | Mon 3/4/19 | Fri 3/22/19 | 12 | 12 |
| 83 | ✔ | Summarise public feedback on draft SCE grant funding strategy for Board | 15 days | Mon 3/25/19 | Fri 4/12/19 | 12 | 12 |
| 84 | ✔ | Organise public meeting to consider changes (if any) made to SCE grant funding strategy | 15 days | Mon 4/22/19 | Fri 5/10/19 | 12 | 12 |
| 85 | ✔ | Finalise SCE grant funding strategy for adoption by Board | 7 days | Tue 5/14/19 | Wed 5/22/19 | 12 | 12 |
| 86 | ✔ | Post all new or revised strategy documents to website | 1 day | Thu 5/30/19 | Thu 5/30/19 | 12 | 12 |
| 87 | ✔ | Prepare presentation for review of financial and operating policies | 10 days | Mon 10/7/19 | Fri 10/18/19 | 12 | 12 |
| 88 | ✔ | Summarise changes to financial and operational policies | 16 days | Fri 10/25/19 | Fri 11/15/19 | 12 | 12 |
| 89 | ✔ | Post information re. policy changes (where relevant) to website | 1 day | Mon 11/25/19 | Mon 11/25/19 | 12 | 12 |
| 90 | ✔ | Annual budget | 33 days | Mon 2/25/19 | Wed 4/10/19 | 12 | 12 |
| 91 | ✔ | Draft budget | 5 days | Mon 2/25/19 | Fri 3/1/19 | 12 | 12 |
| 92 | ✔ | Finalise 2019/20 budget for Board approval | 5 days | Mon 3/11/19 | Fri 3/15/19 | 12 | 12 |
| 93 | ✔ | Draft budget/work programme statement for printing and publicise in Grapevine | 14 days | Fri 3/22/19 | Wed 4/10/19 | 12 | 12 |
| 94 | ✔ | Annual performance report | 30 days | Mon 4/1/19 | Fri 5/10/19 | 12 | 12 |
| 95 | ✔ | Close off March management accounts | 10 days | Mon 4/1/19 | Fri 4/12/19 | 12 | 12 |
| 96 | ✔ | Journal end of year adjustments | 10 days | Mon 4/15/19 | Fri 4/26/19 | 12 | 12 |
| 97 | ✔ | Prepare draft financial statements for auditor | 5 days | Mon 4/29/19 | Fri 5/3/19 | 12 | 12 |
| 98 | ✔ | Complete statement of service performance | 5 days | Mon 4/29/19 | Fri 5/3/19 | 12 | 12 |
| 99 | ✔ | Prepare work papers supporting draft financial statements and SSP | 15 days | Mon 4/15/19 | Fri 5/3/19 | 12 | 12 |
| 100 | ✔ | Compile draft performance report for Audit & Risk Committee to review | 1 day | Mon 5/6/19 | Mon 5/6/19 | 12 | 12 |
| 101 | ✔ | Amend draft performance report as necessary and present to Board for approval to release to auditor | 1 day | Fri 5/10/19 | Fri 5/10/19 | 12 | 12 |
| 102 | ✔ | Annual audit | 80 days | Mon 4/1/19 | Fri 7/19/19 | 12 | 12 |
| 103 | ✔ | Review 2017/18 audit management report response | 1 day | Thu 4/11/19 | Thu 4/11/19 | 12 | 12 |
| 104 | ✔ | Hold pre-audit meeting with auditor to confirm audit scope & requirements and date for audit | 1 day | Fri 4/12/19 | Fri 4/12/19 | 12 | 12 |
| 105 | ✔ | Book Boardroom for audit | 1 day | Mon 4/15/19 | Mon 4/15/19 | 12 | 12 |
| 106 | ✔ | Set up Dropbox folder for auditor documentation, draft performance report and supporting work papers | 1 day | Mon 4/15/19 | Mon 4/15/19 | 12 | 12 |
| 107 | ✔ | Receive and approve audit arrangements letter | 2 days | Mon 4/15/19 | Tue 4/16/19 | 12 | 12 |
| 108 | ✔ | Complete/update Internal Control Questionnaire and Fraud Risk Assessment | 3 days | Wed 4/17/19 | Fri 4/19/19 | 12 | 12 |
| 109 | ✔ | Request bank and legal confirmations be sent to auditor | 1 day | Mon 4/1/19 | Mon 4/1/19 | 12 | 12 |
| 110 | ✔ | Provide auditor access to Dropbox folder and assist with queries during audit | 24 days | Tue 4/16/19 | Fri 5/17/19 | 12 | 12 |
| 111 | ✔ | Agree audit adjustments to and revise performance report | 10 days | Mon 5/20/19 | Fri 5/31/19 | 12 | 12 |
| 112 | ✔ | Receive auditor's final approved (stamped) performance report and draft opinion | 3 days | Mon 6/3/19 | Wed 6/5/19 | 12 | 12 |
| 113 | ✔ | Obtain A&R Committee recommendation for signing of audited performance report and letter of representation | 6 days | Thu 6/6/19 | Thu 6/13/19 | 12 | 12 |
| 114 | ✔ | Recommendation to sign performance report and letter of representation to Board | 5 days | Fri 6/14/19 | Thu 6/20/19 | 12 | 12 |
| 115 | ✔ | Forward signed performance report and letter of representation to auditor | 1 day | Fri 6/21/19 | Fri 6/21/19 | 12 | 12 |
| 116 | ✔ | Receive auditor's opinion certificate | 5 days | Mon 6/24/19 | Fri 6/28/19 | 12 | 12 |
| 117 | ✔ | Draft and send compliance letter to Minister re borrowing mandate | 1 day | Mon 7/1/19 | Mon 7/1/19 | 12 | 12 |
| 118 | ✔ | Receive audit management report and present to Audit & Risk Committee with proposed response | 13 days | Mon 7/1/19 | Wed 7/17/19 | 12 | 12 |
| 119 | ✔ | Obtain Board approval to release of formal response to audit management report | 1 day | Thu 7/18/19 | Thu 7/18/19 | 12 | 12 |
| 120 | ✔ | Release response to audit management report | 1 day | Fri 7/19/19 | Fri 7/19/19 | 12 | 12 |

Critical Critical Split Critical Progress Task Split Task Progress Manual Task Start-only Finish-only Duration-only Baseline Baseline Split Baseline Milestone Milestone Summary Progress Summary Manual Summary Project Summary External Tasks External Milestone Inactive Task Inactive Milestone Inactive Summary Deadline

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|-----|----------------------------|---|----------|--------------|--------------|----------|----------|
| 121 | AGM | Confirm date for, organise venue for and publicise date of AGM | 52 days | Mon 7/1/19 | Tue 9/10/19 | 12 | 12 |
| 122 | | Assist Chairman to prepare foreword | 5 days | Mon 7/1/19 | Fri 7/5/19 | 12 | 12 |
| 123 | | Assist Chairman to prepare presentation | 10 days | Mon 7/1/19 | Fri 7/12/19 | 12 | 12 |
| 124 | | Compile performance report, audit opinion & foreword for printing and circulation at AGM | 10 days | Mon 7/15/19 | Fri 7/26/19 | 12 | 12 |
| 125 | | Draft annual performance statement summary for printing and publication in Grapevine | 15 days | Mon 7/1/19 | Fri 7/19/19 | 12 | 12 |
| 126 | | | 19 days | Thu 8/15/19 | Tue 9/10/19 | 12 | 12 |
| 127 | Risk management | Engage consultant to assist in identification of risks and provide a monitoring framework | 135 days | Mon 8/5/19 | Fri 2/7/20 | 12 | 12 |
| 128 | | Assist consultant with completion of engagement | 15 days | Mon 8/5/19 | Fri 8/23/19 | 12 | 12 |
| 129 | | Submit risk schedule and monitoring framework for Board approval | 85 days | Mon 8/26/19 | Fri 12/20/19 | 12 | 12 |
| 130 | | Set up monitoring framework to be administered by Audit & Risk Committee | 15 days | Mon 12/23/19 | Fri 1/10/20 | 12 | 12 |
| 131 | Provision of services | Review tenders submitted and (re)appoint insurance broker | 16 days | Fri 1/17/20 | Fri 2/7/20 | 12 | 12 |
| 132 | | Work with appointed broker to establish insurance programme and put cover in place for 2019/20 financial year | 170 days | Mon 2/18/19 | Fri 10/11/19 | 12 | 12 |
| 133 | | Review other services delivery (legal, property, financial) and whether to recommend Board tests the market | 5 days | Mon 2/18/19 | Fri 2/22/19 | 12 | 12 |
| 134 | | Seek determination of Trustees' fees | 25 days | Mon 2/25/19 | Fri 3/29/19 | 12 | 12 |
| 135 | Performance & remuneration | Apply any approved increase in fees from date advised by Minister | 10 days | Mon 9/30/19 | Fri 10/11/19 | 12 | 12 |
| 136 | | Apply any pay adjustment confirmed by the Board from anniversary of contract commencement | 111 days | Mon 1/28/19 | Mon 7/1/19 | 12 | 12 |
| 137 | | Finalise appearance, structure and content | 46 days | Mon 1/28/19 | Mon 4/1/19 | 12 | 12 |
| 138 | | | 1 day | Mon 7/1/19 | Mon 7/1/19 | 12 | 12 |
| 139 | Website | | 1 day | Mon 5/20/19 | Mon 5/20/19 | 12 | 12 |
| 140 | | | 50 days | Mon 2/18/19 | Fri 4/26/19 | 12 | 12 |
| 141 | | | 50 days | Mon 2/18/19 | Fri 4/26/19 | 12 | 12 |

Legend for task types and milestones:

- Critical**: Solid orange bar
- Critical Split**: Dotted orange bar
- Critical Progress**: Solid orange bar with a red line through it
- Task**: Solid blue bar
- Split**: Dotted blue bar
- Task Progress**: Solid blue bar with a red line through it
- Manual Task**: Solid blue bar with a red line through it
- Start-only**: Solid blue bar with a red line through it
- Finish-only**: Dotted blue bar
- Duration-only**: Solid blue bar
- Baseline**: Solid blue bar
- Baseline Split**: Dotted blue bar
- Baseline Milestone**: Diamond symbol
- Milestone**: Diamond symbol
- Summary Progress**: Solid blue bar with a red line through it
- Summary**: Solid blue bar
- Manual Summary**: Solid blue bar
- Project Summary**: Solid blue bar
- External Tasks**: Solid blue bar
- External Milestone**: Diamond symbol
- Inactive Task**: Solid grey bar
- Inactive Milestone**: Diamond symbol
- Inactive Summary**: Solid grey bar
- Deadline**: Green arrow pointing down