							Recurring			One tim	
				ODL	RK/ DDL	. CN	Hrs Freq	CLX Inv/Wk	Min Hrs	Max Hrs	
RE WO	DRK			002			ins incq			Mux 1115	Due Dute
		riculum									
		e topic/subtopic taxonomy				x			-	2 5	10-
		ify MIT experts / content by topic/subtopic			x	x				- <u> </u>	
		ify MIT student groups / alumni by topic			x	х				4 8	
		e calendar of learn / publish events			х	х			6	5 10	
ecruitr	ment "b	brochure"									
	Audie	ence focused - Define forms of engagement + mission		х	х	х			4	4 8	
	E	3 min videos									
	E	Expert Webinars									
	INT	Group Hangout (structured)									
		Office Hours (2.0)									
		Mentorship (2.0)									
	CLX	Course curation									
	F/INT	Post contributor									
			•								
cruitr		supply)									
	Recru	it MIT students/alums/experts for events or postings	1 event/4 posts/month		х	х	2.00 weekly	2.00	)		
	Recru	it audiences outside MIT for member postings	4 posts/month		х	х	2.00 weekly	2.00	)		
	Maint	tain the list (new prospects and progress)			x	х	1.00 weekly	1.00	)		
ntont	t produ										
mem											
	∟xper	t Video production									
		Research / co-create script			х	х	2.00 month	0.5	5		
		Lead interview			x	x	1.00 month	0.25	5		
		Capture and transcribe		x							
		Review script - highlight best footage			x	v	1.00 month	0.25			
					^	х	1.00 1101101	0.25			
		Create first draft		х							
		Review first draft / feedback			x	х	1.00 month	0.25	5		
		Final signoff			x	x	1.00 month	0.25	;		
		Collect supporting materials		x							
		Post to site (video/transcript/supporting matls)		х							
		Market video		х							
	Exper	t Webinar production									
		Schedule and setup		х							
		Market event		x							
				^							
		Research / co-create script			х	х	2.00 month	0.5			
		Lead interview			х	х	1.00 month	0.25	i i		
		Administer webinar		х							
		Edit footage		x							
		Transcribe									
				х							
		Collect supporting materials		х							
		Post to site (video/transcript/supporting matl's)		х							
		Market video		х							
	Group	p Hangout production									
		Schedule and setup		x							
		•		~			2.00	0.5			
		Research / co-create script			х	х	2.00 month	0.5			
		Pre-event huddle			х	х	2.00 month	0.5			
		Market event		х							
		Lead discussion			x	х	1.00 month	0.25			
		Administer webinar		v							
				x							
		Edit footage		х							
		Transcribe									
				х							
		Collect supporting materials		x x							
				x							
		Post to site (video/transcript/supporting matl's)		x x							
		Post to site (video/transcript/supporting matl's) Market video		x							
avy	Course	Post to site (video/transcript/supporting matl's)	is this really feasible?	x x							
avy	Course	Post to site (video/transcript/supporting matl's) Market video	is this really feasible?	x x	x	x	2.00 week	2.00			
avy	Course	Post to site (video/transcript/supporting matl's) Market video se curation Identify course material by topic	is this really feasible?	x x	x	x	2.00 week 2.00 week	2.00			
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-		Post to site (video/transcript/supporting matl's) Market video se curation Identify course material by topic Describe why its important Develop the content Post to site	is this really feasible?	x x x							
-		Post to site (video/transcript/supporting matl's) Market video se curation Identify course material by topic Describe why its important Develop the content	is this really feasible?	x x x x							
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-		Post to site (video/transcript/supporting matl's) Market video se curation Identify course material by topic Describe why its important Develop the content Post to site postings Identify articles of importance and forward w comments Compose rough site post (400 words) and review final	5ish per week	x x x x x	x x	x x	2.00 week	2.00			
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lembe	Blog p nce Stra Week Editor Experi	Post to site (video/transcript/supporting matl's)   Market video   se curation   Identify course material by topic   Describe why its important   Develop the content   Post to site   postings   Identify articles of importance and forward w comments   Compose rough site post (400 words) and review final   Post (SM, Site, NL, Med)   Review outgoing emails/posts   ategy   dy checkin reviews   rial wants   tience wants   Recruitment   Surveys   Analytics   Focus Group insights	5ish per week 1/week 1 email / 3 posts weekly	x x x x x x x x x x x	x x x x x	x x x x	2.00 week 1.00 weekly 1.00 week 1.00 weekly	2.00 1.00 1.00	MIN 20	MAX 39	