

Sample Workplace critical path

		Activity	To be completed	
PLAN			By When	By Whom
	Learn about United Way	Agency Tours		
		Agency Speakers		
		UW staff partner/materials		
	Build your team	Identify committee structure		
		Committee Recruitment		
		Committee Meeting/Training		
		Leadership Chair		
	Analyze & set goals	Partnership analysis		
		Review history		
		Re-visit strategies and goals		
		Areas of potential - retirees/new hires/leaders/friends		
	Develop a campaign & leadership plan	Kickoff & touchdown		
		Payroll Canvass:		
		Develop timeline - 2 week canvass		
		Recruit site coordinators		
		Recruit canvassers		
	Prepare	Preprint pledge cards		
		Endorsement from CEO/unions if applicable		
		Package materials		
	Develop a promotion plan	Agency Speakers		
		Canvasser training		
EXECUTE	Promote	Emails, posters, intranet, notice boards		
	Kickoff event	Barbecue/ Event/ Dress down...		
		Agency speaker		
		Promotion of kickoff		
	Canvass	Canvassing by shift and department		
		Retiree canvass		
		Leadership canvass		
		New Hires		
	Special Events	Special Events		
		Decide which to keep		
		Timeline events so they don't interfere with canvassing time		
	Manage & Monitor	System/procedure to collect envelopes		
		Tracking of employees to be canvassed		
		Follow up with canvassers/team leaders		
WRAP-UP				
	Thank everyone	Thank committee		
		Thank canvassers		
		Announce results - thank donors		
	Evaluate results	Compare results to goal		
	Follow & share results	Follow up with employees who were away Communicate final results		