Milestones Schedule

Tasks/Events	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21
Administrative																
Develop initial website		■	■													
Official launch of the Quality Housing Program				■												
Performance Metric Tracking					■	■	■	■	■	■	■	■	■	■	■	
Review pilot year										■					■	
Present results to CEDC										■						■
Outreach and Education																
Identify initial outreach groups		■	■													
Develop information to share at HoA presidents meeting.	■	■	■													
Plan HoA Presidents meeting		■	■													
Develop marketing plan	■	■	■													
Consult with Creative Services on marketing materials.		■	■													
Host HoA Presidents Meeting				■												
Setup schedule for HoA meetings					■	■	■									
Create digital content		■	■	■	■	■	■	■	■	■						
Create printed content		■	■	■	■											
Host meetings with individual HoA's								■	■	■	■	■	■	■		
Outreach to other community groups					■	■	■	■	■							
Inspection and Certification																
Develop NHS Officer training	■	■														
Finalize inspection and certification forms	■	■	■													
Train NHS Officers on inspection certifications		■	■	■												
Develop certification tracking system		■	■	■	■	■										