

SITE LOCATION/ TASK	CONTRI-BUTOR	TIMEFRAME					PROGRESS			
		FEB 2-15	FEB.MAR 16-1	MAR 2-15	MAR 16-29	MAR-APR 30-12	0-25%	26-50%	51-75%	76-99%
ABOUT US/AWARDS/EXEC TEAM: Place link to video -- ULI Lifetime Achievement Award -- on a newly designed AWARDS page, and on the Executive Team page.	FNF CSI	■	■				■			
ABOUT US/AWARDS Compile and/or edit information for awards page, starting with old website. Contact Ecendant for old website files.	FNF QDC	■	■							
ABOUT US/CASE STUDIES/ALL GET CONTACT INFORMATION for the copywriter so she can gather information. She needs at least one person for each location she can talk to: <ul style="list-style-type: none"> • Mt. Carmel Baptist Church (Mt Vernon Square) • National League of Cities (1301 Pennsylvania Avenue) • Economic Development Office Montgomery County (Montgomery County Hotel and Conference Center) • Towers Crescent • 2020K St 	FNF SD		■							
ABOUT US/CASE STUDIES/ALL Write first drafts, based on previous drafts, research and interviews	SD		■				■	■		
ABOUT US/CASE STUDIES/ALL READ/edit/approve drafts. Check facts.	QDC		■							
ABOUT US/CASE STUDIES/ALL Final copy	SD			■						
ABOUT US/CASE STUDIES/ALL READ/edit/approve final copy	QDC			■						
ABOUT US/CASE STUDIES/ALL Apply approved copy and photos to template pages	FNF			■						
ABOUT US/SUSTAINABILITY Draft proposal for a new page detailing QDC's energy efficiency, "green" initiatives, etc.	FNF		■							
SERVICES/ Define the needs of Property Management for the website	FNF QDC		■							