The master timeline

07 · Logistics & Operations · about 11 minutes

Backward-planned milestones from the date, by scale. Use the timeline generator and learn how to re-plan when dates move.

Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

Work through the objectives

1. Build a master timeline

2. Set milestones with owners

3. Re-plan after a change

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

A master timeline is organised

When a date moves, first re-check

Answers are on the lesson page after you take the quiz.

One line to remember