



go artsy

# WORKPLAN

## Summary

Phase 1+2  
Apr 2019 to Sep 2020

### Workplan Detail

For a more comprehensive Workplan, including detailed features descriptions, please visit:

<https://artspond.com/artse-united-workplan>

incubated by



October 2018

**1. INITIATE** Apr to Oct 2019

**1.1. ORGANIZATIONAL PLANNING**

- 1.1.1. **Administration pre-planning** (ArtsPond)  
Apr to May 2019
- 1.1.2. **Cooperative pre-planning** (Stephanie Guico, ArtsPond, Kalogiannides Law)  
May to Oct 2019
- 1.1.3. **Legal pre-planning** (Kalogiannides Law, ArtsPond, Stephanie Guico)  
May to Oct 2019

**1.2. TECHNICAL PLANNING**

- 1.2.1. **Systems design planning** (BeMused Network, Plank Design, ArtsPond)  
Apr to May 2019
- 1.2.2. **Business intelligence planning - quantitative** (Hill Strategies Research, ArtsPond)  
Apr to Oct 2019
- 1.2.3. **Business intelligence planning - qualitative** (Hill Strategies Research, ArtsPond)  
Apr to Dec 2019
- 1.2.4. **Domain ontologies review** (ArtsPond, BeMused Network, Hill Strategies Research)  
Apr to Dec 2019

**1.3. ENGAGEMENT PLANNING**

- 1.3.1. **Detailed marketing communications and outreach planning** (All)  
Apr to May 2019
- 1.3.2. **Evaluation and reporting planning** (All)  
Apr to Jun 2019
- 1.3.3. **Preliminary marketing communications and publicity**  
(ArtsPond, Sue Edworthy Arts Planning)  
Jun to Oct 2019
- 1.3.4. **Public consultations (Platform Technology + Coop Structure)**  
(ArtsPond, Mass Culture, Ontario Association of Art Galleries, Creative Users Projects, BeMused Network, Stephanie Guico)  
Jun to Sep 2019

**2. INCUBATE** May to Dec 2019

**2.1. TECHNICAL PRODUCTION** (BeMused Network, Plank Design, ArtsPond)

- 2.1.1. **Defining the Problem and Scope**  
Apr 2019
- 2.1.2. **Vetting and Hiring Service Providers**  
May 2019
- 2.1.3. **Requirements Gathering**  
May to Jul 2019
- 2.1.4. **Wireframing / Prototyping**  
Jun to Sep 2019
  - 2.1.4.1. Workflow Diagrams
  - 2.1.4.2. Users Stories
  - 2.1.4.3. Development Roadmap

- 2.1.4.4. User Experience Objectives
- 2.1.4.5. Stakeholder & User Feedback
- 2.1.5. **Technical Development**  
Jul to Dec 2019
  - 2.1.5.1. Data Structure
  - 2.1.5.2. Systems Architecture
  - 2.1.5.3. Coding
  - 2.1.5.4. Testing / Debugging
  - 2.1.5.5. Quality Assurance
  - 2.1.5.6. Data Visualization
  - 2.1.5.7. Backend Development
  - 2.1.5.8. Frontend Development
  - 2.1.5.9. Quality Assurance
- 2.1.6. **Technical Documentation and Open Source Code Repository Release**  
Oct to Dec 2019
- 2.1.7. **Alpha Launch**  
Nov to Dec 2019
- 2.2. COMMUNITY OUTREACH**
  - 2.2.1. **Knowledge Sharing: Webinars**  
(ArtsPond, BeMused Network, Plank Design, Hill Strategies Research, Kalogiannides Law, Stephanie Guico)  
Aug and Nov 2019
  - 2.2.2. **Knowledge Sharing: Blog Articles, White Papers (All)**  
Jul to Dec 2019
  - 2.2.3. **Knowledge Sharing: Videos (ArtsPond)**  
Oct to Dec 2019
- 3. ITERATE Jul to Dec 2019**
- 3.1. EVALUATION**
  - 3.1.1. **Partner evaluation (All)**  
Jul to Nov 2019
  - 3.1.2. **Participant surveys (ArtsPond)**  
Jul to Nov 2019
- 3.2. REPORTING**
  - 3.2.1. **Mid-cycle audit and reports (ArtsPond)**  
Sep to Dec 2019

- 4. INITIATE Jan to Feb 2020**
- 4.1. ORGANIZATIONAL PLANNING**
  - 4.1.1. **Administration revised planning** (ArtsPond)  
Jan to Feb 2020
  - 4.1.2. **Cooperative corporate revised planning** (Stephanie Guico, ArtsPond)  
Jan to Mar 2020
  - 4.1.3. **Legal revised planning** (Kalogiannides Law, ArtsPond, Stephanie Guico)  
Jan to Mar 2020
- 4.2. TECHNICAL PLANNING**
  - 4.2.1. **Systems design planning** (BeMused Network, Plank Design, ArtsPond)  
Jan to Feb 2019
  - 4.2.2. **Business intelligence revised planning - quantitative**  
(Hill Strategies Research, ArtsPond)  
Jan to Apr 2020
  - 4.2.3. **Business intelligence revised planning - qualitative**  
(Hill Strategies Research, ArtsPond)  
Jan to Apr 2020
- 4.3. ENGAGEMENT PLANNING**
  - 4.3.1. **Marketing communications and outreach revised planning** (All)  
Jan to Mar 2020
  - 4.3.2. **Evaluation and reporting revised planning** (All)  
Jan to Mar 2020
  - 4.3.3. **Extended marketing communications and publicity** (Sue Edworthy Arts Planning, ArtsPond)  
Jan to May 2020
  - 4.3.4. **Host inaugural meeting of cooperative directors and members**  
(Stephanie Guico, ArtsPond)  
Jun 2020
- 5. INCUBATE Jan to Sep 2020**
- 5.1. TECHNICAL PRODUCTION**
  - 5.1.1. **Refine Definition of the Problem and Scope**  
Jan 2020
  - 5.1.2. **Refine Requirements Gathering**  
Jan to Mar 2020
  - 5.1.3. **Wireframing / Prototyping**  
Apr to Jul 2020
    - 5.1.3.1. Workflow Diagrams
    - 5.1.3.2. Users Stories
    - 5.1.3.3. Development Roadmap
    - 5.1.3.4. User Experience Objectives
    - 5.1.3.5. Stakeholder & User Feedback

- 5.1.4. **Technical Development**  
May to Sep 2020
  - 5.1.4.1. Data Structure
  - 5.1.4.2. Systems Architecture
  - 5.1.4.3. Coding
  - 5.1.4.4. Testing / Debugging
  - 5.1.4.5. Quality Assurance
  - 5.1.4.6. Data Visualization
  - 5.1.4.7. Backend and Frontend
  - 5.1.4.8. Quality Assurance
- 5.1.5. **Documentation and Open Source Code Repository Release**  
Jul to Sep 2020
- 5.1.6. **Alpha Launch (Activity Module)**  
Jun 2020
- 5.1.7. **Testing and Quality Assurance (Finance + Activity Modules)**  
Jul 2020
- 5.1.8. **Public Beta Launch (Finance + Activity Modules)**  
Aug to Sep 2020

## 5.2. **COMMUNITY OUTREACH**

- 5.2.1. **Knowledge Sharing: Webinars**  
(ArtsPond, BeMused Network, Plank Design, Hill Strategies Research, Kalogiannides Law, Stephanie Guico)  
May and Aug 2020
- 5.2.2. **Knowledge Sharing: Blog Articles, White Papers (All)**  
May to Sep 2020
- 5.2.3. **Knowledge Sharing: Videos (ArtsPond)**  
Jul to Sep 2020

## 6. **ITERATE Mar to Sep 2020**

### 6.1. **EVALUATION**

- 6.1.1. **Partner evaluation (All)**  
Jan to Aug 2020
- 6.1.2. **Member/user surveys (ArtsPond)**  
Jan to Aug 2020

### 6.2. **REPORTING**

- 6.2.1. **Closing-cycle audit and reports (ArtsPond)**  
Jul to Sep 2020