**Project Schedule**

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| PROJECT NAME | Temporary COVID-19 Business Retention Assistance Program | | | PROJECT MANAGER |  |
| PROJECT DELIVERABLE | Help small businesses affected by the COVID-19 Pandemic remain in business | | | | |
| SCOPE STATEMENT | Activities geared at enhacing planning of their businesses, accessing funding, and information on most effective way to operate during the pandemic | | | | |
| START DATE | May/2020 | END DATE | 10/01/2020 | OVERALL PROGRESS | 100% |

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| **TASK NAME** | **ASSIGNED TO** | **START  DATE** | **END  DATE** | **DURATION**  in days | **STATUS** |
| Oversight Role of the project, allocation of tasks to team members and attainment of Goals | ED Director | May 2020 | 10/1/2020 | 154 days | Completed |
| Coordination and daily management of activities and engagement of beneficiaries,  Planning of the project,  Creation of information on the website  Scheduling of meetings with applicants,  Conducted interviews and reviewed information  Notarization of applications,  Processing payments | ED Coordinator | May 2020 | 10/1/2020 | 154 days | Completed |
| Approval of applications,  Review of requirements,  Liaison with city council | Seven-member EDC Board | May 2020 | 10/1/2020 | 150 days | Completed |
| Public works activities | Public works coordinator | June 2020 | September 2020 | 130 days | Completed |
| Purchases of all materials that include stationery,  Management of inventory,  Placing of orders | Purchasing Manager | June 2020 | September 2020 | 130 Days | Completed |
| Making payments,  Making budget  Releasing funds for purchases | Finance Manager | May 2020 | October 2020 | 150 days | Completed |