

Success Module – 30 December 2018

NO.	TASK	OWNERSHIP	COMPLETION DATE	PRIORITY	COMMENTS
COMPANY SET-UP					
1	Think up company name and check company and domain names available	PN	31 Dec 2018	A1	
2	Register domain name	PN	5 January 2019	A2	Use freeparking.co.nz for the domain
3	Advice on trust ownership entity	Lawyer	10 January	A1	
4	Finalise budget, cash flows, etc.	Accountant/PN	11 January	A3	
5	Set up trusts	Lawyer	15 January	A2	
6	Set up and register company	Accountant	20 January	A3	
7	Apply for GST number	Accountant	23 January	B	
8	Start setting up bank account	Bank/PN	1 February	B	
EMPLOY ADMINISTRATION PERSON					
9	Write job description and contract	HR	30 January	A1	Use Humankind
10	Advertise	PN	Mid-February	B	Trademe and Seek
11	Placement	PN	End February	C	Commence date end March
OFFICE					
12	Sign lease	PN	10 January	A1	
13	Broadband installed	Chorus	1 February	B	Booked
14	Signage installed	Sign Foundry	10 March	C	Booked
MARKETING					
15	Design logo	Blair	30 January	A1	
16	Business card design	Blair	30 January	A1	
17	Business cards printed	Bob	Mid-February	B	
18	Website design	ABC Design	Mid-February	B	Quote received and accepted
19	Website up and running	ABC Design	24 March	C	
20	AdWords campaign	Uprise	End March	B	Quotes underway