

Success Module – 31 January 2019

NO.	TASK	OWNERSHIP	COMPLETION DATE	PRIORITY	COMMENTS AND PROGRESS
COMPANY SET-UP					
1	Think up company name and check company and domain names available	PN	Done	A1	Done Widgetz Ltd Widgetz.co.nz and Widgetz.nz
2	Register domain name	PN	Done	A2	Use Freeparking.co.nz for the domain Done as above
3	Advice on trust ownership entity	John C	Done	A1	Set up Widget Business Trust owning shares in Widgetz Ltd
4	Set up trusts	John C	Done	A2	Done as above
5	Finalise budget, cash flows, etc.	Accountant/PN	11 January – updated to 5 February, as accountant ill	now A1	
6	Set up and register company	Accountant	Done	A3	
7	Apply for GST number	Accountant	Done	B	
8	Start setting up bank account	Bank/PN	Feb 1	<i>now A1</i>	On track
EMPLOY ADMINISTRATION PERSON					
9	Write job description and contract	HR	30 January	Done	Use Humankind
10	Advertise	PN	Mid-February	B	Trademe and Seek Advert written
11	Placement	PN	End February	C	Commerce date end March – <i>on track</i>
OFFICE					
12	Sign lease	PN	10 January	Done	
13	Broadband installed	Chorus	1 February	A1	Booked
14	Signage installed	Sign Foundry	10 March	C	Booked
MARKETING					
15	Design logo	Blair	30 January	Done	
16	Business card design	Blair	30 January	Done	
17	Business cards printed	Bob	Mid-Feb	A3	Quote received – on track
18	Website design	ABC Design	Mid-Feb	A3	Quote received and accepted – <i>on track</i>
19	Website up and running	ABC Design	24 March now 31 March	B	Pushed out as now need an e-commerce site
20	AdWords Campaign	Uprise	End February	now A1	Quotes underway – <i>Behind. Needs work on the campaign ASAP</i>