

COLOR	PROJECTS	ACTIONS	DEADLINE
	Corporate Projects		
	Managers Meeting	prepare any decks, speaking notes and meeting logistics	March 23 2017
	All staff meeting	Cineplex location, all materials and internal communications must be created	April 3 2017
	EDA Speech	First draft speech with Rose. Waiting for feedback	March 28 2017
	Canadian Institute - Ontario Power Symposium - Keynote by Brian Hewson	5 minutes of speaking notes and key messages for MaryAnne	April 3 2017
	Mar Comm Projects		
SCORECARD	Website	Locking down for 2 weeks on March 14	March 31 2017
SCORECARD	Consumer Voice Guidebook	Produce an improved content outline and a next draft to Kristi on March 20	March 20 2017
	Consumer Protection Guidebook	Produce printed booklet and online landing page	March 28 2017
	OESP - Wave III	Make changes to OESP based on Fair Hydro Plan. Determine next wave of marketing. Support clinics with marketing - posters, postal walk drop and community/stakeholder outreach and media relations	April 17 2017
SCORECARD	ECPA	Final updates to consumer facing materials - finalize marketing approach	March 31 2017

	Brand	Finalize and release new brand internally and externally	March 28 2017
	Media Announcements/Issues		
SCORECARD	Consumer Charter	Launch with IPSOS final report on Panel	March 31 2017
	Consumer Panel Report	Launch a report on our first consumer panel	March 31 2017
	Sunshine List	Ususally released in last week of March	March 24 2017
	Customer Service Rules Review	announce formal review following up on disconnect ban/rules review announcement of February	March 27 2017
	Compliance Annual Report	Draft written and with comms or review	April 10 2017
	Media Briefings	About the OEB, protection mandate and proof points, transparency, access to our processes	April 17 2017
	Brand Impact Report	study of last 6 months of media coverage and impact to reputation	April 10 2017
	RPP	Attend ad hoc meetings. Determine issues based on Fair Hydro Plan. Prepare Media materials. Prepare bill insert, print and distribute for all LDCs. Prepare to Brief minister, spokesperson training	April 13 2017
	QRAMS	Prepare media materials, website update, Call centre preparedness, Spokesperson training	March 23 2017
	IRMs	Next block of IRMs to be released this week. Prepare for reactive media	March 16 2017
	Dubreuilville	Discuss comms plan with local utility	March 14 2017
	Admin Items		
	Staffing	three resumes with HR for action.	

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COLOR	PROJECTS	ACTIONS	STATUS
Free Color to tag projects	Free Text format	Free Text format	NOT STARTED
			NOT STARTED
			STARTED, or 25% , or 50%, or 75%
			STARTED, or 25% , or 50%, or 75%
			ON GOING
			ON HOLD
			ON HOLD
			DELAYED
			DELAYED
			DONE
			DONE
COLOR	PROJECTS	ACTIONS	STATUS
COLOR	PROJECTS	ACTIONS	STATUS
	Project 1	Action 1	NOT STARTED
	Project 1	Action 2	NOT STARTED
	Project 2	Action 1	STARTED, or 25% , or 50%, or 75%
	Project 2	Action 2	STARTED, or 25% , or 50%, or 75%
	Project 3	Action 1	ON GOING
	Project 4	Action 1	ON HOLD
	Project 4	Action 2	ON HOLD
	Project 5	Action 1	DELAYED
	Project 5	Action 2	DELAYED
	Project 6	Action 1	DONE
	Project 6	Action 2	DONE

- In the cells with 'Free Text Format', if you want to
 - > Double click on the cell, to see the cursor blinking
- Use Filter or Sort options to display data based on
 - > Click on the arrow in the header of the column (ro

DROP LIST VALUES & CELL

START DATE	END DATE	DEADLINE	CLIENT	OWNER
		January 01 2020	Free Text format	Free Text format
		January 01 2016		
January 01 2016		January 01 2020		
January 01 2016		January 01 2016		
January 01 2016				
January 01 2016		January 01 2020		
January 01 2016		January 01 2016		
January 01 2016		January 01 2020		
January 01 2016		January 01 2016		
January 01 2016	January 01 2016	January 01 2020		
Decembre 28 2016	January 01 2016	Decembre 28 2016		

DATE PICKER

START DATE	END DATE	DEADLINE	CLIENT	OWNER
January 01 2020	January 01 2020	January 01 2020		

EXAMPLES

START DATE	END DATE	DEADLINE	CLIENT	OWNER
		January 01 2020	Example	Example
		January 01 2015	Example	Example
January 01 2016		January 01 2020	Example	Example
January 01 2016		January 01 2016	Example	Example
January 01 2016				
January 01 2016		January 01 2020	Example	Example
January 01 2016		January 01 2016	Example	Example
January 01 2016		January 01 2020	Example	Example
January 01 2016		January 01 2016	Example	Example
January 01 2016	January 01 2016	January 01 2020	Example	Example
Decembre 28 2016	January 01 2016	Decembre 28 2016	Example	Example

TIPS

do a return to the next line like in a Word Document:

;, then hold the key '**ALT**' on your keyboard, then press the key '**ENTER**' at the same

certain criteria:

ows #1), to choose Filtering / Sorting criteria for the column, e.g. by 'COLOR', 'STATI

S FORMAT
COMMENTS
Free Text format
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COMMENTS
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3 time.

US', 'DEADLINE'

RULES	
Default background color	
Background color of cells with dates turns red when deadline is passed [TODAY'S DATE vs. DEADLINE]	
Default background color	
Background color of cells with dates turns red when deadline is passed [TODAY'S DATE vs. DEADLINE]	
Default background color Action on an ON-GOING basis (NO DEADLINE REQUIRED)	
Default background color	
Background color of cells with dates turns red when deadline is passed [TODAY'S DATE vs. DEADLINE]	
Default background color	
Background color of cells with dates turns red when deadline is passed [TODAY'S DATE vs. DEADLINE]	
Default background color	
Background color of cells with dates turns red when deadline is passed [TODAY'S DATE vs. DEADLINE]	
RULES	
Date picker auto pops-up when clicking on cells of the dates columns	
Macros must be enabled in Excel options to enable date picker	
At file opening, "allow content" if prompted, to enable date picker	
RULES	
DO NOT RENAME ANY COLUMNS	
DO NOT INSERT ANY NEW COLUMNS	
ONLY DELETE OR INSERT ROWS AFTER ROW #2	
DO NOT COPY & PASTE ENTIRE ROWS	
ONLY COPY & PASTE CELLS	
DO NOT MERGE ANY CELLS	

, '%'...

STATUS

- NOT STARTED
- STARTED
- ON GOING
- 25%
- 50%
- 75%
- ON HOLD
- DELAYED
- DONE

25% January 15 2016
25%