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|  | **APPENDIX 1** |

# trdc-logo.pngCommunity Work Hub

**Wimbletech CIC & Three Rivers –** a sustainable community partnership

## Timetable:

**March 1st**

* Soft marketing
* Advertise Community Manager role
* Advertise the ‘future’ co-work / startup space

**April 1st**

* All leases / contracts signed
* Money released for project to officially begin
* Steering Committee (2 x Officer + Wimbletech CEO) assigned
* Steering Committee procedure / scope / reporting agreed

**April 1st – 30th**

* Visual identity + branding work complete
* Broadband survey / install
* Furnishing / fittings installed
* Website developed + live
* Branded social channels set up + live
* Interview / appoint Community Manager
* PR launch campaign – Wimbletech CIC + Council
* Tours of space carried our and applicants evaluated
* New member signup, onboarding, invoicing processed signed off
* Member Terms of Use – process + documentation signed off

**May 1st**

* First startup / coworker member joins
* Rent free period to begin (as per official first member start)
* Recruitment programme - partners / volunteers (to run community events and workshops)

**May 2015 – Dec 2016**

* Ensure l/t sustainability of project - hitting target occupancy numbers + projected outcomes
* Steering Committee quarterly meetings to ensure direction / success of project
* Aim to bring additional Council Office space online as soon as possible during this period (by year end), subject to initial demand / occupancy of Basing House. Promotion of this space will be under the same brand, utilizing same processes, the only difference relates to the technical setup (broadband install). Given that in a separate building, will require additional line into existing Council Communications room. This line will be separate and independent of the Council network – simple cabling requirement.