	Objectives	Timeline														
		2018				2019										
		September	October	November	December	January	February	March	April	May	June	July	August	September	October	November
Project management	Creation of mutual Google Calendar															
	Meeting report documents															
	Implementation of prospecting file															
	Redaction of quality procedures															
	Implementation of dynamic planning tool															
	Implementation of Weekly report															
	Implementation of time clock system															
	Supervision of interns															
	Implementation of contacts file															