



DANCE
STUDIO
OWNERS
INNER
CIRCLE

PROJECT MANAGEMENT TOOLS FOR

YOUR STUDIO *Masterclass*

Dance studio owners face a common problems no matter where they are located in the world: Too much to do; too little time. The answer to this problem lies in systems.

A system is a method of solving a repeated business issue in a strategic and effortless way. Systems are the definition of the cliché “work smart, not hard.” Although you may always feel the pinch of time and the stress of studio ownership, in this month’s masterclass you’ll have everything you need to say ‘goodbye’ to all of your tasks that can be systematized.

A big thank you to our IC members who have contributed to this system that the DSOA has created: Emma England, Tanya Neary and Ronda Brinkman

PLEASE FILL OUT THE INNER CIRCLE FEEDBACK FORM ON THE PROJECT MANAGEMENT TOOLS FOR YOUR STUDIO MASTERCLASS [HERE!](#)

What to Think About When Creating Effective Project Plans for Your Studio:

- Q: What is the name of my project
 - Recital 2022
- Q: What does my project entail?
 - Tasks that are involved
 - The resources you have or need
 - Applicable to the whole studio or just a certain part
- Q: Which team do I need for my project?
 - Admin
 - Marketing
 - Program Managers / Directors
 - Teachers
- Q: What resources do I need for my project?
 - Outside contractors / vendors
- Q: What is my project timeline?
 - When does the project begin
 - Length of time to complete project
 - Debrief

- Q: What is the budget for my project?
 - If it is your first time doing this project you will need to project and the build this
 - If you have done this project before then go off of that income and expenses and tweak if needed

Where to Start With Project Planning:

The [DSOA Systems Playbook & Project Planning](#) training is the best place to start when you are not sure where to begin when it comes to creating project plans for your studio.

Steps to Successful Project Planning:

1. Understand the scope and value of your project
2. Do your research
3. Ask and encourage a lot of questions (with your team and contractors)
4. Create your project plan outline
5. Talk with your team (have clear communication)
6. Write your full project plan
7. Share your plan with the team and walk through it together in a meeting
8. Prepare to keep planning

Creating Your Project Plan Outline:

- Deliverables and the tasks taken to create them
- Your approval process
- Timeframes associated with tasks/deliverables
- Ideas on resources needed for tasks/deliverables
- A list of the assumptions you're making in the plan
- A list of absolutes as they relate to the project budget and/or deadlines
- [Project Plan Template](#)

How to get started in Asana:

1. Open up an Asana account
2. Invite team members
3. Decide how you want to utilize Asana for you and your team
4. Braindump all systems and boards that you would like to have
 - a. Decide which project/s you want to start with

- b. Decide if you want to create program boards (i.e. Rec, Company, etc.)
 - c. Create your To Do / Task List
5. Add Asana into your daily schedule so that you are checking it and utilizing it!

Asana Project Plan Template:

- What a finished Asana Project Plan Board looks like and why you need to do it
 - Recital 2022 Asana Project Plan Board
 - How to download a CSV out of Asana
 - How to upload a CSV out of Asana
 - Tasks and subtasks
 - Tagging staff members
- Recital Project Plan
 - [Recital Project Plan CSV](#)
- Summer Program Project Plan
 - [Summer Program Project Plan CSV](#)
- Team Meeting Agenda
 - [Studio Team Meeting Agenda CSV](#)
- 11 Step Enrollment Process System
 - [DSOA 11 Step Enrollment Process Tracking Sheet](#)

11 Step Enrollment Project Plan/Automation in Monday.com from Emma England:
November 25, 2020 Presentation:

<https://www.facebook.com/groups/DSOAIC/posts/2813491395553728/>

August 4, 2020 Share:

<https://www.facebook.com/groups/DSOAIC/posts/2711621435740725/>

11 Step Enrollment Process Project Plan in Trello from Ronda Brinkman:

May 2, 2022 FB Post in Guides:

<https://www.facebook.com/groups/DSOAIC/posts/3207804169455780/>

Trello Board Template:

<https://trello.com/b/dILNELWF/11-step-enrollment-process>

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