

State Street/PIC Summer 2008 Program Timeline

Date	Event/Activities	Notes	Staff	Status
01.03.08	Calculate student MBTA pay increase.	MBTA has announced that there will not be a fare increase for 2008.	RC	Complete
02.01.08	Groundhog/Job Shadow Day - SS will host a group of 20 students (10 students from Burke and 10 students from JQUS) to shadow SS employees for half a day to learn about their jobs and different career opportunities. Boston & Quincy Locations	See Groundhog Shadow Post document for details.	RC & DJ	Complete
02.04.08	Participation Emails - Formulate the email based on last years and give to VP for editing.		RC	Complete
02.11.08	Participation Emails - send drafts to MK for review.		SW	Complete
02.20.08	Meeting - With Josh Bruno and Ed Powell; introduce SW and finalize program agenda.		All	Complete
03.10.08	SS will begin sending out communications to all managers and gauge interest of returning managers.	2007 - Communication was sent out via email on March 7, 12, & 13 2007	GHR Communications	Complete
03.25.08	State Street meets with BFDS to discuss potential job orders and summer logistics		RC & DJ & SW	Complete
04.01.08	SS will meet w/PIC to revise the summer timeline to set concrete dates.		ALL	Complete
04.01.08	PIC Promotion Day - JAB Cafeteria 11:00 AM - 2:00 PM		RC & DJ	Complete
04.02.08	PIC Specialists Training Day - 3:00 PM to 4:00 PM LCC (Captains Room)		Career Specialists	Complete
04.02.08	PIC Promotion Day - LCC Cafeteria 11:00 AM - 2:00 PM		RC & DJ	Complete
04.03.08	PIC Promotion Day - SSFC Cafeteria 11:00 AM - 2:00 PM		RC & DJ	Complete
04.08.08	Boston Latin School Visit at 2:30 p.m.		RC & DJ	Complete
04.10.08	Quincy Upper School Visit at 1:45 p.m.		RC & DJ	Complete
04.11.08	Deadline for job orders from managers		RC	Delayed
04.15.08	Jeremiah E. Burke High School Visit at 2:00 p.m.	Headmasters of each school will address the students and talk about the importance of summer jobs and that students are representing the school everywhere they go.	RC & DJ & SW	Complete
04.17.08	Media Communications Technology High School Visit at 12:00 p.m.		RC & DJ & SW	Complete
04.28.08 - 05.02.08	All returning students complete applications to determine how many new students will be recruited for		Career Specialists	
05.03.08	Final Summer Calendar		RC	
05.05.08 - 05.09.08	New students complete applications		Career Specialists	
05.06.08	PIC Promotion Day - JHT HR Training Room 11:00 AM - 2:00 PM		RC	Complete
05.07.08	PIC Promotion Day - CPH Lobby 11:00 AM - 2:00 PM		RC	Complete
05.12.08	SS reserves conference rooms for CWP and coordinates w/ E. Bernard to get teachers ID Badges		RC	Complete

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05.12.08 - 05.16.08	Career Specialists will determine which students to be accepted and send out acceptance letters to these students.		Career Specialists	
05.13.08	PIC Specialists Training Day II - 3:00 PM to 4:00 PM LCC (Boston Common Room)		Career Specialists	
05.16.08	Senior Student Matching Excel Spreadsheet Due	If matching is completed before, specialists can email the spreadsheet ASAP.	RC	
05.16.08	Career Specialists will provide list of all CWP students.		Career Specialists	
05.28.08	Manager Training (Boston) From 2:00 to 4:00 p.m. in the NEO Room		RC & DJ & SW	
05.29.08	Manager Training (Quincy) From 2:00 to 4:00 p.m. in the Great Republic		RC & DJ & SW	
06.09,11,13.08	Senior On-Boarding Days		RC & DJ	
06.10.08	Senior Student Orientation - Global Room SFC 7 - 2:00 to 4:00 p.m.		RC & DJ & SW	
06.13.08	All Remaining Student Matches Excel Spreadsheet		Career Specialists	
06.17.08	Senior Start Day		All	
06.20.08	BFDS Student Applications Due		Career Specialists	
06.23, 25, 27.08	Remaining Students On-Boarding Days - (1 day in Boston % 1 day in Quincy) AND Tentative Orientation Days		RC & Dawn	
06.30.08	Remaining Student's Orientation		RC & DJ & SW	
07.08.08	Remaining Student Start Day		All	
07.14.08	BFDS Student Orientation & New-Hire Paperwork Appointment		All	
07.15.08	BFDS Student's Start Day		All	
08.01.08	Summer Wrap-Up Celebration		All	
08.08.08	Senior End Date	8 Week Program	RC	
08.22.08	Remaining Student's End Date	8 Week Program	RC	