

Chapter 3 - Appendix B
Logistics Schedule & Checklist

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Unless otherwise noted, the steps in the following table are to be completed by the sponsor, with assistance from the facilitation team where appropriate.

NOTE: *The timeframe for accomplishing the following action items is only a recommendation; depending on the size and the location of the workshop, there may be a need to complete many of the steps earlier than recommended.*

√	Days Before Workshop	Step	Action
<input type="checkbox"/>	90	1	Become familiar with the entire <i>Ports and Waterways Safety Assessment Workshop Guide</i> .
<input type="checkbox"/>	80	2	Designate the Primary Point of Contact.
<input type="checkbox"/>	80	3	Verify that the Primary Point of Contact is appropriately briefed.
<input type="checkbox"/>	80	4	Designate remaining facilitation team members.
<input type="checkbox"/>	60	5	Verify that the entire facilitation team is fully familiar with all procedures, guidance, questionnaire books, audiovisual materials, and PAWSA software.
<input type="checkbox"/>	60	6	Conduct a facilitation run-through of the workshop, and verify all audiovisual materials, PAWSA software, hardware, and notes have been correctly prepared.
<input type="checkbox"/>	60	7	Locate and arrange for a suitable workshop facility.
<input type="checkbox"/>	45	8	Fix the dates and times for the workshop.
<input type="checkbox"/>	30	9	Conduct a pre-workshop meeting between the sponsor and the lead facilitator prior to the workshop.
<input type="checkbox"/>	30	10	Confirm the adequacy of facilities and equipment.
<input type="checkbox"/>	30	11	Make arrangements for refreshments for the participants during the workshop.