

Technology Cooperative Start Up: Timeline and Tasks October 2, 2013

Phase 1: Preparation				
Need	Task	Detail	Who	When
<i>Basic information on the idea</i>	Write overview of the proposed new coop	Review the pieces done and finalize a single concise, multi-audience piece that can be posted in a number of places and referred to as the key initial document.	Rosemary, Nedjo	Oct 4
	Widely post the above piece	Post the above piece in a variety of places: Choc Lily (Drupal Planet?); openoutreach.org, Open Outreach group, Twitter? (Decision to wait on this until after initial contacts for working group.)	Rosemary	Oct 15
<i>Way for those interested to begin participating</i>	Create a basic OO site for the tech coop that can act as a placeholder	Create a site: basic features plus forum for initial discussions. Investigate use of RedHen or membership features for privacy/group functionality if desired. Use a new theme (AT Commerce?) so it has a distinct look from the OO.org site. Would be a sub-domain techcoop.openoutreach.org Install webform and rules as will probably want o have people submit feedback that way.	Rosemary, Nedjo	Oct 8
Milestones:				
<ul style="list-style-type: none"> • Have consistent information in a variety of places that can be accessed by a variety of interested parties. • Have tools ready to begin process of bringing in and involving others in this project. 				
Phase 2: Creation of the initial group				
Need	Task	Detail	Who	When
<i>Advisors/potential members</i>	Contact Victoria-based individuals we might like as advisors	Call or email individuals. Set up meetings or calls separately or in small groups.	Rosemary, Nedjo	Oct 11 for initial contact
	Contact Drupal-based	Email and set up phone call (likely individual calls.)	Nedjo	Oct 11 for

	connections who we might want to involve.			initial contact
<i>At least four groups committed to becoming founding members of coop</i>	Contact some Open Outreach site builders/users	Identify site builders/users that we have had contact with through emails or the issue queue. Write with an invitation to join an initial group of founding coop members(?) Set up a conference call with this group to talk through in more detail(?)	Rosemary	Oct 11 for initial contact

Milestones:

- Have advisors willing support this process.
- Have four groups that are potentially willing to act as founding consumer members.

Phase 3: Initial consultation and research

Need	Task	Detail	Who	When
<i>Advice on coop formation</i>	Info session with BCCA	Call or email to set up free, initial consultation. Prepare initial questions/issues for session. Phone (?) session.		
	Explore the idea of using a paid coop development consultant	Review list on Coop Zone website. Seek referral from BCCA. Set up initial meeting to see what the fit would be like, what kinds of services offered. Hire a consultant if that seems appropriate.		
	Talk to other coops	Call or email other coops to see if we can connect about the start-up process.		
	Research	Use resources we already have discovered to read more about coop formation, issues, challenges, etc.		
<i>Information from user groups on if they would join and what they need</i>	Survey groups with Open Outreach sites	Prepare simple survey for groups that have Open Outreach sites. Email survey out to any groups we have contact information for. Post as a webform on tech coop site. Follow up as needed.		

		Compile information.		
	In-depth interviews with sample of Open Outreach users	Conduct more in-depth interviews with a sample of Open Outreach users, this may include those who are part of an initial grouping or those we have worked with ourselves.		

Milestones:

- Have sufficient information about the process for forming a coop.
- Have mentors or paid consultant to help us with this process.
- Have information on potential for site users to join coop.
- Confirmation to proceed with detailed feasibility study.

Phase 4: Coop structure and feasibility

Need	Task	Detail	Who	When
<i>Decision on structure</i>	Convene decision making process or meeting	Decision about coop structure: consumer or consumer/worker hybrid.	Advisory group, initial members, N/R	
<i>Detailed feasibility study including business plan</i>	Develop feasibility study			
	Develop business plan			
<i>Buy in and participation from user groups</i>	On-going communications with user groups (potential members)	Posts to website. Direct communications. Outreach group to group.		
<i>Decision on whether to proceed</i>	Convene decision making process or meeting	Decision on whether to proceed with coop incorporation. Signing up of founding members. Finalization of coop name.		

Milestones:

- Confirmed cooperative structure.
- Completed feasibility study.
- Completed business plan.
- Group of Open Outreach user groups that are committed to joining coop.

- Confirmation of decision to proceed with incorporation with at least three founding members.

Phase 5: Cooperative incorporation and start up

Need	Task	Detail	Who	When
<i>Legal incorporation</i>	Name search	File name search paperwork.		
	Incorporation papers	File incorporation papers.		
<i>Finalized coop internal structure, bylaws</i>	Develop internal coop structure (e.g., roles of members/staff)			
	Develop bylaws			
<i>Financial set up</i>	Open credit union account			
<i>Fully developed website</i>	Turn basic site into more fully featured coop website	Flesh our website. Add new members-only sections? Set up member registration on site? With payment gateway?		
<i>Members</i>	Member recruitment drive			

Note: These are just a few of the initial tasks that would need to happen in this phase after formal incorporation and will be fleshed out further should we get to that point. Some of these points may be developed in detail in the business plan.