



CHEATBOOK FOR QUESTS

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Do research

Lots of it. It's one thing to have an idea, but it takes a lot of blood sweat and tears to make it run (just ask the folks at PC). Therefore you need to know what exactly goes into doing what you want to do.

Talk to the relevant people, search the internet, visit forums to ask questions (you can begin at the Spelunker community's one).

Once you are very sure of what you are doing and how you are going to get it done. Send in the request for Quest. If you've read up a lot and you're still missing a key aspect be clear about it in your write-up.

Eg. If I am going on a quest to start a band, I better realize that I need to be specific about my instruments that I will need and I need some musical talent, which brings us to...

Know what expertise you need to achieve your Quest

If you need a guitarist, specify it in your write-up. Be very clear on what you would need to achieve the goal. Not everything can be learnt overnight.

If you ever need to learn anything go on an expedition

You're doing research and you realize there certain things YOU need to learn. Send in a request expedition!

Plan a Timeline

You have your team and you know what they can do. Use them to plan out a timeline for how long you guys are going to take to achieve your proposed goal.

Plan Milestones for the week

It's easy to get carried away with the long-term goals but keep it grounded with weekly tasks you guys want to get down. Start small and build your way up.

Delegate Tasks to the team

You've met your team and you guys have worked out a timeline. Now let everyone do a little bit and move on from there. Be sure to not let people miss their deadlines for the tasks, especially in a volunteer initiative it becomes very difficult to gain momentum.

Know the type of people you can work with

Keep your team small and tight. Know the type of people you like to work with and never let personal judgment get in the way of the Quest goal. If someone is being a liability (I can't commit, I don't believe in this, I can't do my work blah blah, blah) Continue on without them because a motivated team of 2 is better than a de-motivated team of 5.

Start up a blog

When your quest event was sent out. You not only had collaborators interested in your project, but you may have made some fans

Keep them and members of the public in the loop about what is going on and what you need done. It will be a great channel for help or anything like that. It will also push you guys to get the job done.

Check out some platforms that maybe really helpful.

- www.wordpress.org (free platform)
- www.squarespace.com
(with greater creative control for S\$10 a month)

Project management suites:

Your team would probably not be full-timers on your Quest. Therefore to get work done in between meetings, it will be useful to set up a Project management suites to set deadlines, upload files and that sort of thing.

Here are some project management groups:

- www.basecamp.com
(it's a cleaner interface that comes at a cost)
- Google groups (It's free! Google can do no evil)

This really just depends on your team's preference. Some teams even use closed groups on Facebook.

If you need to raise money seek out grants or Indiegogo

You may need to raise some money for your project. This is always a difficult element to deal it and it really depends on the scope of your idea.

Some preliminary ideas include:

- If it is a creative art's endeavor use IndieGoGo
- Keep a look out for grants and competitions locally Singapore has loads of them.
- Look for corporate sponsorship (not all corporations are like Plato's Cave but deep beneath that menacing exterior they do have a heart.)

Need help? Ask the community!

You have at your disposal a community like none other in the world! Use them.

Ask them for advice and help. Projects in nature can be varied and have a whole bunch of intermediate steps that no one knows about.

Throw it out to the community and refuse to be left stumped. It can be as simple as asking about how to ask for sponsorships or get eyeballs from the media.

Or simply call our number.