

EXAMPLE: At-a-Glance Timeline

State: <i>Kansas</i> Team Name: <i>Best School/District Ever</i> Date Completed: <i>September 13th</i>			
Activity	Estimated Time for Completion	Meeting Time/Location	Tasks
Facilitator Prep Week FACILITOR ONLY <i>Week of September 6th</i>	3 hours	Facilitator Orientation Thursday, September 8th 10-10:30 AM OR 4-4:30 PM CENTRAL TIME	Facilitator tasks: <ul style="list-style-type: none"> Participate in Facilitator Orientation See Prep Week section of the <i>Facilitator Guide</i>
Week 1: TEAM <i>Week of September 12th</i>	1 hour	<i>September 13th</i> 1:30-2:30 <i>Computer Lab</i>	<ul style="list-style-type: none"> Finalize <i>*At-a-Glance Timeline</i> Create account on www.transitioncoalition.org Complete online <i>Self-Study Survey (Pre)</i>
Week 2: ON YOUR OWN <i>Week of September 19th</i>	3-5 hours	/	<ul style="list-style-type: none"> Complete <i>Best Practices in Planning for Transition</i> online learning module Complete <i>My 3 Questions</i> Facilitator: Office Hours offered Sept. 19th 1-3 PM CT
Week 3: TEAM <i>Week of September 26th</i>	1 ½ - 2 ½ hours	<i>September 28th</i> 1:00 - 3:00 <i>Computer Lab</i>	<ul style="list-style-type: none"> Discuss module and <i>My 3 Questions</i> Complete <i>*My 3 Questions Summary</i> Watch <i>Vu's IEP Review</i> online presentation Complete the <i>NSTTAC Indicator 13 Checklist: Form B</i> for <i>Vu's Noncompliant IEP</i> Review <i>Vu's Compliant IEP</i>
Week 4: ON YOUR OWN <i>Week of October 3rd</i>	1-3 hours	/	<ul style="list-style-type: none"> Complete the <i>NSTTAC Indicator 13 Checklist</i> for IEP #1 Complete the <i>Indicator 13 Reflection</i> Facilitator: Office Hours offered Oct. 3rd, 1-3 PM CT
Week 5: TEAM <i>Week of October 10th</i>	1 ½ - 2 ½ hours	<i>October 11th</i> 1:00-3:00 <i>Computer Lab</i>	<ul style="list-style-type: none"> Watch <i>Week 5 IEP Review Activity</i> Complete <i>*IEP Review Activity</i> for IEPs #2 & #3 Complete <i>*Transition Planning Prioritization</i>
Week 6: TEAM <i>Week of October 17th</i>	1 ½ - 2 ½ hours	<i>October 18th</i> 1:00 - 3:30 <i>Computer Lab</i>	<ul style="list-style-type: none"> Watch <i>Week 6 videos</i> Complete <i>*SMART Goal-Setting</i> Complete <i>*Team Action Plan</i> Facilitator: Schedule <i>Team Action Plan</i> check-in call with TC staff (plan for 15-30 minutes)
Weeks 7-11: ON YOUR OWN <i>Week of October 24th-</i> <i>November 28th</i>	2-11 hours	<i>Meet</i> <i>November 15th</i> 3:00-4:00 <i>Library</i>	<ul style="list-style-type: none"> Implement action steps, monitor and document completion of action steps. Facilitator: Office Hours offered Nov. 7th 1-3PM CT Additional team meeting(s) as needed
Week 12: TEAM <i>Week of December 5th</i>	1 ½ - 2 ½ hours	<i>December 6th</i> 1:00-3:00 <i>Library</i>	<ul style="list-style-type: none"> Report out on <i>*Team Action Plan</i> Score <i>*Goal Attainment Scale</i> Complete <i>*Team Reflection & Next Steps</i> Turn in FINAL PROJECT Celebrate success! Complete online <i>Self-Study Survey (Post)</i>