

At a Glance Timeline Example

Transition Coalition Self-Study:

State:	Team Name:	Date Completed:	
Activity	Estimated Time for Completion	Meeting Time/Location	Tasks
Facilitator Prep Week FACILITOR ONLY <i>Week of March 23</i>	3 hours	Facilitator Orientation	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 March 30</i>	1 hour	PLACE: TIME:	<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 April 6</i>	3-5 hours		<ul style="list-style-type: none"> Complete online learning module Interagency Collaboration Complete <i>My 3 Questions</i> Facilitator: Office Hours offered _____
Week 3: TEAM <i>Week of April 13</i>	1 ½ - 2 ½ hours	PLACE: TIME:	<ul style="list-style-type: none"> Discuss module and <i>My 3 Questions</i> Complete <i>*My 3 Questions Summary</i> Video Instruction: Building Your Local Partnership – Ruth Allison/Melissa Diehl Complete <i>Week 3 Activity: Local Partnership Implementation Practices</i> forms
Week 4: ON YOUR OWN <i>Week of April 20</i>	1-3 hours		Team members collect information related to the items on the <i>Local Partnership Implementation Practices</i> form from Week 3 that have significant needs and low implementation levels <ul style="list-style-type: none"> Facilitator: Office Hours offered _____
Week 5: TEAM <i>Week of April 27</i>	1 ½ - 2 ½ hours	PLACE: TIME:	<ul style="list-style-type: none"> Complete <i>*Prioritize Team Goal</i> Complete <i>*SMART Goal-Setting</i> Watch Week 6 online presentation Complete <i>*Team Action Plan</i> Facilitator: Schedule <i>Team Action Plan</i> check-in call with TC staff (plan for 15-30 minutes)
Week 6-7: ON YOUR OWN <i>Weeks of May 4 & 11</i>	1 ½ - 2 ½ hours		<ul style="list-style-type: none"> Implement action steps, monitor and document completion of action steps.
Week 8: TEAM <i>Week of May 18</i>	1 hour	PLACE: TIME:	<ul style="list-style-type: none"> Meet to discuss progress, barriers, and problem-solve to keep working through action plan.
Weeks 9-11: ON YOUR OWN <i>Weeks May25-June15</i>	2-10 hours		<ul style="list-style-type: none"> Implement action steps, monitor and document completion of action steps. Facilitator: Office Hours offered _____ Additional team meeting(s) as needed
Week 12: TEAM <i>Week of June 22</i>	1 ½ - 2 ½ hours	PLACE: TIME:	<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> (online) Turn in FINAL PROJECT Celebrate success! Complete online <i>Self-Study Survey (Post)</i>