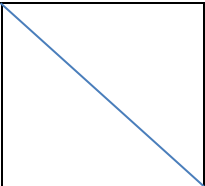
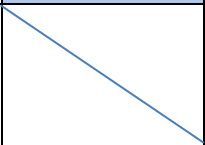


At a Glance Timeline Example

Transition Coalition Self-Study: Developing Local Partnerships with Schools

State:		Team Name:		Date Completed:
Activity	Estimated Time for Completion	Meeting Time/Location	Tasks	
Facilitator Prep Week FACILITOR ONLY - REQUIRED <i>Week of Feb. 1</i>	3 hours	Facilitator Orientation February 2 nd 10 AM or 4 PM CST	Facilitator tasks: <ul style="list-style-type: none"> Participate in Facilitator Orientation (online) See Prep Week section of the <i>Facilitator Guide</i> 	
Week 1: TEAM <i>Week of Feb. 8</i>	1 hour	<i>PLACE: conference room</i> <i>TIME: Feb. 10 @10 am</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 Feb. 15</i>	3-5 hours	/	<ul style="list-style-type: none"> Complete online learning module Interagency Collaboration: The Groundwork Complete <i>My 3 Questions</i> Facilitator: Office Hours – Feb. 16 1-3pm CT 	
Week 3: TEAM <i>Week of Feb. 22</i>	1 ½ - 2 ½ hours	<i>PLACE: zoom</i> <i>TIME: Feb. 25 @noon</i>	<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 Complete <i>Local Partnership Implementation Practices</i> forms and <i>* Local Partnership Implementation Practices Summary</i> 	
Week 4: ON YOUR OWN <i>Week of March 1</i>	1-3 hours	/	<ul style="list-style-type: none"> Complete the <i>Local Partnership Resource Scavenger Hunt</i> Enter 3 resources into your team’s GoogleForm 	
Week 5: TEAM <i>Week of March 8</i>	1 ½ - 2 ½ hours	<i>PLACE: Panera</i> <i>TIME: March 5 @11am</i>	<ul style="list-style-type: none"> Review <i>Local Partnerships Resource Scavenger Hunt</i> and <i>Local Partnership Implementation Practices Summary</i> Complete <i>* Prioritize Team Goal</i> 	
Facilitator Coaching FACILITOR ONLY <i>Week of March 15</i>	1 hour	Facilitator Coaching March 15 10 AM or 4 PM CST	<ul style="list-style-type: none"> Facilitator: Participate in Facilitator Coaching 	
Week 6: TEAM <i>Weeks of March 15</i>	1 ½ - 2 ½ hours	<i>PLACE: conference room</i> <i>TIME: March 16 @ 3pm</i>	<ul style="list-style-type: none"> Implement action steps, monitor and document completion of action steps. Complete <i>*SMART Goal-Setting</i> Watch Week 6 online presentation Complete <i>*Team Action Plan</i> 	

<p>Week 7-8: ON YOUR OWN <i>Weeks Mar. 22&29</i></p>	<p>1 ½ - 2 ½ hours</p>		<ul style="list-style-type: none"> • Facilitator: Schedule <i>Team Action Plan</i> check-in call with TC staff (plan for 15 minutes) • Implement action steps, monitor, and document completion of action steps. • Additional team meeting(s) as needed
<p>Week 9: TEAM <i>Week of April 5</i></p>	<p>1 hour</p>	<p><i>PLACE: Microsoft teams</i> <i>TIME: April 5 @10am</i></p>	<ul style="list-style-type: none"> • Meet to discuss progress, barriers, and problem-solve to keep working through action plan. • Facilitator: Office Hours – April 6 1-3pm CT
<p>Weeks 10-11: ON YOUR OWN <i>Weeks April 12&19</i></p>	<p>2-10 hours</p>		<ul style="list-style-type: none"> • Implement action steps, monitor and document completion of action steps. • Additional team meeting(s) as needed
<p>Week 12: TEAM <i>Week of May 3</i></p>	<p>1 ½ - 2 ½ hours</p>	<p><i>PLACE: Panera</i> <i>TIME: May 5 @ 1pm</i></p>	<ul style="list-style-type: none"> • Report on <i>*Team Action Plan</i> • Score <i>*Goal Attainment Scale (GAS form)</i> • Complete <i>*Team Reflection & Next Steps</i> (online) • Celebrate success! • Complete online <i>Self-Study Survey (Post)</i>

***The facilitator will submit completed copies of these items to the Transition Coalition.**