# At a Glance Timeline Example

## Transition Coalition Self-Study: Developing Local Partnerships with Schools

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<th>State:</th>
<th>Team Name:</th>
<th>Date Completed:</th>
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<tr>
<th>Activity</th>
<th>Estimated Time for Completion</th>
<th>Meeting Time/Location</th>
<th>Tasks</th>
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| Facilitator Prep Week<br>**FACILITATOR ONLY - REQUIRED**<br><br>**Week of Feb. 1** | 3 hours | Facilitator Orientation<br>February 2nd<br>10 AM or 4 PM CST | Facilitator tasks:  
- Participate in Facilitator Orientation (online)  
- See Prep Week section of the Facilitator Guide |
| Week 1: TEAM<br><br>**Week of Feb. 8** | 1 hour | **PLACE:** conference room<br>**TIME:** Feb. 10 @10 am |  
- Finalize *At-a-Glance Timeline*  
- Create account on www.transitioncoalition.org  
- Complete online Self-Study Survey (Pre) |
| Week 2: ON YOUR OWN<br><br>**Week of Feb. 15** | 3-5 hours |  |  
- Complete online learning module Interagency Collaboration: The Groundwork  
- Complete My 3 Questions  
- **Facilitator:** Office Hours – Feb. 16 1-3pm CT |
| Week 3: TEAM<br><br>**Week of Feb. 22** | 1 ½ - 2 ½ hours | **PLACE:** zoom<br>**TIME:** Feb. 25 @noon |  
- Discuss module and My 3 Questions  
- Complete *My 3 Questions Summary*  
- Video Instruction: Building Your Local Partnership  
- Complete Local Partnership Implementation Practices forms and *Local Partnership Implementation Practices Summary* |
| Week 4: ON YOUR OWN<br><br>**Week of March 1** | 1-3 hours |  |  
- Complete the Local Partnership Resource Scavenger Hunt  
- Enter 3 resources into your team’s GoogleForm |
| Week 5: TEAM<br><br>**Week of March 8** | 1 ½ - 2 ½ hours | **PLACE:** Panera<br>**TIME:** March 5 @11am |  
- Review Local Partnerships Resource Scavenger Hunt and Local Partnership Implementation Practices Summary  
- Complete *Prioritize Team Goal* |
| Facilitator Coaching<br><br>**FACILITATOR ONLY**<br><br>**Week of March 15** | 1 hour | Facilitator Coaching<br>March 15<br>10 AM or 4 PM CST |  
- **Facilitator:** Participate in Facilitator Coaching |
| Week 6: TEAM<br><br>**Weeks of March 15** | 1 ½ - 2 ½ hours | **PLACE:** conference room<br>**TIME:** March 16 @ 3pm |  
- Implement action steps, monitor and document completion of action steps.  
- Complete *SMART Goal-Setting*  
- Watch Week 6 online presentation  
- Complete *Team Action Plan* |
| Week 7-8: ON YOUR OWN  
**Weeks Mar. 22&29** | 1 ½ - 2 ½ hours | • **Facilitator:** Schedule *Team Action Plan* 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 |
| --- | --- | --- |
| Week 9: TEAM  
**Week of April 5** | 1 hour | • Meet to discuss progress, barriers, and problem-solve to keep working through action plan.  
• **Facilitator:** Office Hours – *April 6 1-3pm CT* |
| Weeks 10-11: ON YOUR OWN  
**Weeks April 12&19** | 2-10 hours | • Implement action steps, monitor and document completion of action steps.  
• Additional team meeting(s) as needed |
| Week 12: TEAM  
**Week of May 3** | 1 ½ - 2 ½ hours | • Report on *Team Action Plan*  
• Score *Goal Attainment Scale (GAS form)*  
• Complete *Team Reflection & Next Steps* (online)  
• Celebrate success!  
• Complete online *Self-Study Survey (Post)* |

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