## At a Glance Timeline

### Transition Coalition Self-Study: Developing Local Partnerships with Schools—SP 2023

<table>
<thead>
<tr>
<th>State:</th>
<th>Team Name:</th>
<th>Date Completed:</th>
<th>Activity</th>
<th>Estimated Time for Completion</th>
<th>Meeting Time/Location</th>
<th>Tasks</th>
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</table>
|        |           |                | Facilitator Prep Week  | 3 hours | Facilitator Orientation January 17th 10 AM or 4 PM CST  | Facilitator tasks:  
  • Participate in Facilitator Orientation  
  • See Prep Week section of the Facilitator Guide  |
|        |           |                | FACILITATOR ONLY Week of Jan. 16 |  |  |  |
|        |           |                | Week 1: TEAM Week of Jan. 23 | 1 hour |  | Finalize *At-a-Glance Timeline  
  • Create account on [www.transitioncoalition.org](http://www.transitioncoalition.org)  
  • Complete online Self-Study Survey (Pre)  |
|        |           |                | Week 2: ON YOUR OWN Week of Jan. 30 | 3-5 hours |  | Complete online learning module  
  Interagency Collaboration  
  • Complete My 3 Questions  
  • Facilitator: Office Hours – Feb. 16 1-3pm CT  |
|        |           |                | Week 3: TEAM Week of Feb 6 | 1 ½ - 2 ½ hours |  | Discuss module and My 3 Questions  
  • Complete *My 3 Questions Summary  
  • Video Instruction: Building Your Local Partnership  
  • Complete Local Partnership Implementation Practices forms and *LP Implementation Practices Summary  |
|        |           |                | Week 4: ON YOUR OWN Week of Feb 13 | 1-3 hours |  | Complete Local Partnership Resource Scavenger Hunt  
  • Enter 3 resources into your team’s Google Form  |
|        |           |                | Week 5: TEAM Week of Feb 20 | 1 -1 ½ hours |  | Review Local Partnerships Resource Scavenger Hunt and LP Implementation Practices Summary  
  • Complete *Prioritize Team Goal  |
|        |           |                | Goal Setting Meeting FACILITATOR ONLY Week of Feb 27 | 1 hour | Goal Setting Feb. 27th 10 AM or 4 PM CST | Facilitator: Participate in Goal Setting Meeting  |
|        |           |                | Week 6: TEAM Week of Feb 27 | 1 ½ - 2 ½ hours |  | 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. 6-20 | 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 Mar 27 | 1 hour |  | Meet to discuss progress, barriers, and problem-solve to keep working through action plan.  |
|        |           |                | Weeks 10-11: ON YOUR OWN Weeks April 3-17 | 2-10 hours |  | Implement action steps, monitor and document completion of action steps.  
  • Additional team meeting(s) as needed  |
|        |           |                | Week 12: TEAM Week of April 24 | 1 ½ - 2 ½ hours |  | Report on *Team Action Plan  
  • Score *Goal Attainment Scale (GAS form)  
  • Complete *Team Reflection & Next Steps (online)  
  • Complete online Self-Study Survey (Post)  |

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