



## Spring & Summer 2019

### Team Planning Meetings, Milestones & Roundtables

Timeline	Tasks
<b>Week 1: March 18 - 22</b>	Assessment Received by March 18 <i>Consultant Orientation (March 21, 9 am – 12pm)</i>
<b>Week 2: March 28 (9 am - 12 pm)</b>	Program Launch
<b>Week 3: April 1 - 5</b>	Meeting 1- Review Assessment
<b>Week 4: April 8 - 12</b>	Meeting 2- Explore Key Issues
<b>Week 5: April 15 - 19</b>	Meeting 2 KIR Draft Due April 19
<b>Week 6: April 22 - 26</b>	501 Commons Review KIR
<b>Week 7: April 29 – May 3</b>	Meeting 3- Finalize KIR Final KIR (ED signed) Due May 3
<b>Week 8: May 6 – 10</b>	Meeting 4- Draft Action Plan
<b>Week 9: May 13 - 17</b>	Meeting 4 <i>Roundtable Meeting (May 16, Time TBD)</i> Action Plan Draft Due May 17
<b>Week 10: May 20 - 24</b>	501 Commons Review AP
<b>Week 11: May 27 - May 31 (Memorial Day 5/27)</b>	Meeting 5- Finalize Action Plan
<b>Week 12: June 3 - 7</b>	Meeting 5, Final Action Plan Due June 7
<b>Week 13: June 10 - 14</b>	Final Review of Action Plan (ED signed)
<b>Week 14: June 17 - 21</b>	Program Evaluations Due June 21
<b>Week 15: June 28 (11 am – 1 pm)</b>	Luncheon Celebration