

**Preschool Planning Timeline & Major Milestones**

	PREPLANNING	NEEDS ASSESSMENT					DEVELOP THE PLAN			FINALIZE THE PLAN				
	6/08	7/08	8/08	9/08	10/08	11/08	12/08	1/09	2/09	3/09	4/09	5/09	6/09	
<b>Project Consultant (PC)</b>		<b>Conduct Needs Assessment</b> (identify local data needs, develop process and tools for collecting data, gather data, compile & analyze data)					<b>Share results</b> from the Needs Assessment	<b>Provide support and guidance</b> to SC, AC and WGs as they develop & prioritize recommendations			<b>Write the Plan;</b> circulate for review, input and approval			Celebrate!
<b>Steering Committee (SC)</b>	Pre-Planning w/ Project Staff	<b>Oversee project development and implementation</b> - Provide input and guidance to Project Staff and Consultants as needed; Review Needs Assessment results								<b>Review the Plan;</b> provide input		<b>Adopt &amp; Submit Plan</b>	Celebrate!	
<b>Advisory Committee (AC)</b>				<b>Meet 9/25</b> - Receive overview of planning process - Provide input on Needs Assessment	Provide input as needed	Provide input as needed	Provide input as needed	Provide input as needed	<b>Meet 2/12</b> - Review draft findings & outlines - Provide input	Provide input as needed	<b>Meet 4/16</b> - Review the Plan - Provide input		Celebrate!	
<b>Work Groups (WGs)</b> • Finance & Facilities • Quality/ Workforce • Families & Diverse Delivery Systems • Articulation/ Transition • Data				<b>Meet 9/11</b> - Review planning process - Identify additional data needed	<b>Meet 10/7</b> - Provide final input on surveys	<b>Meet 11/13</b> - Finetune work plans as needed - Begin to develop recommendations	<b>Meet 12/11</b> - Develop rec's	<b>Meet 1/8</b> - Develop rec's - Chairs prepare to present rec's to AC in Feb.	<b>Meet 2/12</b> - Share rec's with other Work Groups - Chairs present to AC	<b>Meet 3/12</b> - Revise rec's as needed, based on AC input	<b>Meet 4/16</b> - Provide input on draft Plan	<b>Meet 5/14</b> - Review final Plan	Celebrate!	
<b>Child Care Planning Council (CCPC)</b>	<b>Meet 6/20</b> Provide support/input for planning process		<b>Meet 8/14</b> Draft Work Group objectives	<b>Meet 9/11</b>	<b>Meet 10/7</b>	<b>Meet 11/13</b>	<b>Meet 12/11</b>	<b>Meet 1/8</b>	<b>Meet 2/12</b>	<b>Meet 3/12</b>	<b>Meet 4/16</b>	<b>Meet 5/14</b>	<b>Meet 6/19</b> Celebrate!	
Participate in all levels of the planning process														