

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
Project Consultant (PC)		Conduct Needs Assessment (identify local data needs, develop process and tools for collecting data, gather data, compile & analyze data); Share results from the Needs Assessment; Provide support and guidance to SC, AC and WGs as they develop & prioritize recommendations							Write the Plan ; circulate for review, input and approval			Finalize Plan	
Steering Committee (SC)	Pre-Planning w/ Project Staff	Oversee project development and implementation - Provide input and guidance to Project Staff and Consultants as needed; Review Needs Assessment results							Review the Plan ; provide input			Adopt & Submit Plan	
Advisory Committee (AC)				Meet 9/25 - 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	Meet 2/12 - Receive updates from Work Groups - Provide input	Provide input as needed	Provide input as needed	Meet 5/14 - Review draft findings & outlines - Provide input	Provide final input as needed
Work Groups (WGs) <ul style="list-style-type: none">• Finance & Facilities• Quality/ Workforce• Families & Diverse Delivery Systems• Articulation/ Transition• Data				Meet 9/11 - Review planning process - Identify additional data needed	Meet 10/7 - Provide final input on surveys	Meet 11/13 - Fine tune work plans as needed - Begin to develop recommendations	Meet 12/11 - Develop rec's	Meet 1/8 - Develop rec's - Chairs prepare to present rec's to AC in Feb.	Meet 2/12 - Share rec's with other Work Groups - Chairs present to AC	Meet 3/12 - Revise rec's as needed, based on AC input	Meet 4/16 - Provide input on draft Plan	Meet 5/14 - Review final Plan	Provide final input as needed
Child Care Planning Council (CCPC)	Meet 6/20 Provide support/input for planning process		Meet 8/14 Draft Work Group objectives	Meet 9/11	Meet 10/7	Meet 11/13	Meet 12/11	Meet 1/8	Meet 2/12	Meet 3/12	Meet 4/16	Meet 5/14	Meet 6/19 Celebrate!
Participate in all levels of the planning process													