

New Project Timeline and Deadlines  
As of May 15

Timeline / Deadline	Description	Notes
June 15	Finish and Finalize Indicators	LO1: Jessica, Marianne LO2: Diane, Christine LO3: Jessame, Samantha, Ronalee LO4: Jim, Diane
June 16 through August 21	Learning Activity Team	Members: Christine, Jessica, Samantha, Marianne, Jim  Develop plans together with chance to focus on individual development and share what each will do. Refer to Indicators for this work (keep an eye on if they change much during test item development).
July 7	Finish Writing Test Items	Based on Indicators Test question writing team: Diane, Jessame, Pam, Ronalee
July 15	Reviewers Submit Feedback on Items	
July 31	Finish Incorporating Feedback and Items Ready for Beta-Testing with Students	Need to recruit 2 beta testers from each institution - try to get FY students if possible.
August 11	Deadline for Beta-Testing	
August 21	Incorporate Findings from Beta-Testing and All Items Finalized	Pre and post test instrument complete and ready to use
Your Student's First Few Days on Campus (late August/early Sept.)	Administer Pre-Tests to students you will provide instruction to on IMLS learning outcomes	Ideally this would be in their first class session, or provided to them online with encouragement. They must take it before you teach them anything. <ul style="list-style-type: none"> <li>• If online, schedule reminders for those who haven't taken it</li> </ul> <u>GOAL</u> - Capture <b>all</b> of the students in classes you will teach with IMLS LOs
Work October 1-31; Deadline Nov. 1	Focus Group Development	Team Members: Kerry, Jessica, Ronalee (?)

September through October	Deliver Instructional Experiences	These begin after the pre-tests are taken
Early November	Administer Post-Tests	After instruction and before focus groups
November	Administer Focus Groups	<p>After post-test completed Ideally, target to one class (more can be done if you have time/interest).</p> <ul style="list-style-type: none"> <li>• Sample size per focus group needs to be no fewer than 5 and no more than 10.</li> <li>• Take into consideration that some students won't show up.</li> </ul>
November 30	Last official day of IMLS grant	All budgetary expenditures must be paid out by this date; this means all receipts or requests for payment need to be sent to Jessame at least 10 days prior for processing.
February 1	All data and project content from each institution <b>must</b> be sent to Jessame by this date.	<p>Sooner would be better if possible. Must include:</p> <ul style="list-style-type: none"> <li>• pre and post test raw data files, matched with individual results and demographic details on each student;</li> <li>• all instructional content and intervention implementation details;</li> <li>• and all focus group details, data and transcripts.</li> </ul>