

Sample timeline/workplan for a three-year grant, in quarters.

Based on Elementary and Secondary School Counseling Grant application by Newton (MA) Public Schools.

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ACTIVITY	PERSONS RESPONSIBLE	Year 1				Year 2				Year 3				1
		1	2	3	4	1	2	3	4	1	2	3	4	
RAMP-UP PERIOD														
Grant award announced	U.S. ED	x												
Press release announces award	Project Dir.; Grants Coordinator	x												
Project Director appointed	Asst. Superintendent for Pupil Services; Human Resources	x												
Counselor position posted	Human Resources Dept.	x												
Counselors hired	Project Dir.; Human Resources		x											
Advisory Committee (AC) established	Project Director		x											
Third-party evaluator contracted (initial bid plus annual renewal)	Project Director & Grants Coordinator & Purchasing Dept. & Legal Dept.		x			x					x			
PROJECT MANAGEMENT, SUSTAINABILITY, AND LINKAGES														
AC meets bimonthly; meeting includes formal report from Project Director about grant activities	Project Director; AC	x	x	x	x	x	x	x	x	x	x	x	x	x
Budget update to Committee	Project Director; Grants Coordinator	x		x		x		x		x		x		x
AC Community Outreach Committee designs and implements parent education workshops	Project Director; AC		x	x	x	x	x	x	x	x	x	x	x	x
<i>continued</i>														

ACTIVITY	PERSONS RESPONSIBLE	Year 1				Year 2				Year 3				1
		1	2	3	4	1	2	3	4	1	2	3	4	
Web and written parent resources available	AC			X										
AC seeks supplemental funding for project activities	AC	X	X	X	X	X	X	X	X	X	X	X	X	X
Four interagency agreements in place	Project Director; AC			X										
AC offers annual public report on project implementation to School Committee	Project Director; AC				X				X				X	
AC offers project report to district administrative team	Project Director; AC			X				X				X		
Project. Dir. meets with Asst. Superintendent for Pupil Services for supervision semi-monthly	Project Director; Asst. Superintendent for Pupil Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Project. Dir. meets with Grants Coordinator for progress and budget reports quarterly	Project Director; Grants Coordinator		X	X	X	X	X	X	X	X	X	X	X	X
School Counselors meet with Project Director for supervision weekly	Project Director; Counselors		X	X	X	X	X	X	X	X	X	X	X	X
"BEST FOR STUDENTS" TEAM MODEL														
School Counselors trained in "BEST for Students" model	Project Director; Counselors		X											
"BEST for Students" model established in all elementary schools; meets weekly	Project Director; Counselors; Team members			X	X	X	X	X	X	X	X	X	X	X
Visit/support "BEST for Students" teams as needed	Project Director			X	X	X	X	X	X	X	X	X	X	X
Purchase of assessment and intervention materials for "BEST for Students" teams	Project Director, with input from Team members			X		X				X				
<i>continued</i>														

