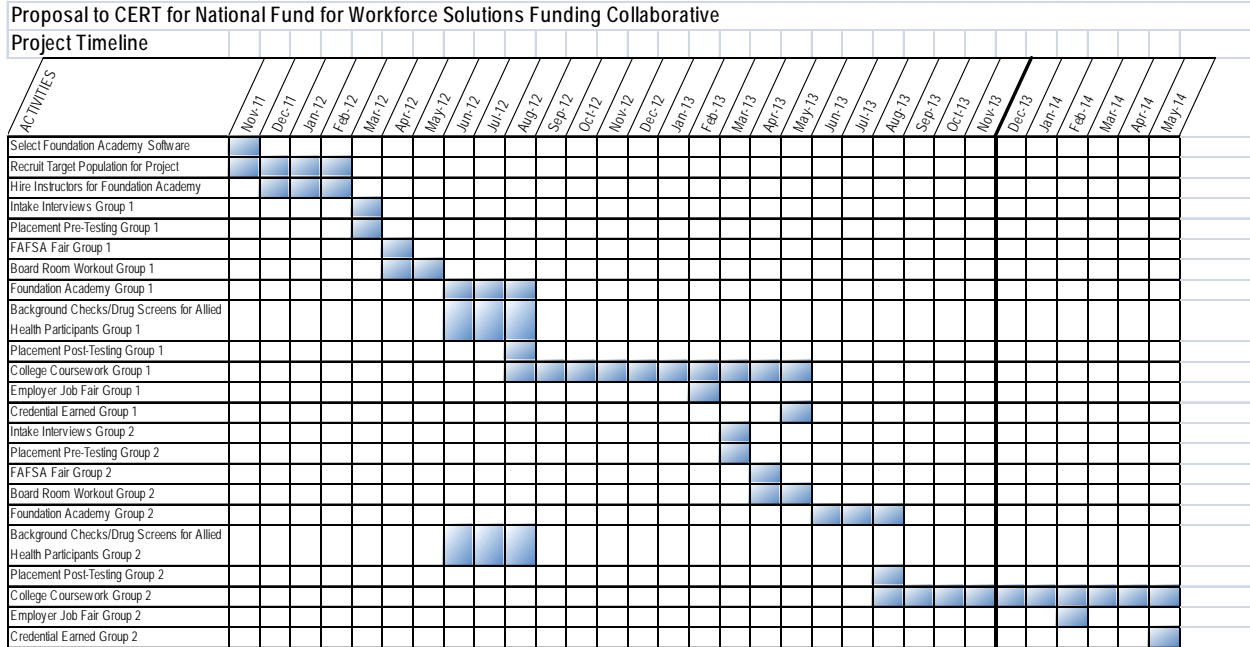


SAMPLE TIMELINES

To demonstrate that you have a thought-out plan to accomplish activities in allotted timeframe:



To demonstrated that you have a clear plan to expend the funds for purposes directly related to the project and which target populations will benefit from which part of the project.

Project Timeline

Start/End Dates	Activity	Projected Outcome	Responsible Personnel	Targeted Population/# Participating
June 2012	Order equipment and supplies	Equipment will arrive in July to allow time to add to school inventory.	Project Director (PD), Chris Rondeau	120 students in participating CIT courses; 9 faculty associated with project
June 2012	Make procedures list for both the Apple and DROID platforms. This list will detail the process that the students will go through to set up their device and be ready for their courses.	List will be completed and copies will be stored in library to be given to students when the device is checked out	PD, Chris Rondeau	120 students in participating CIT courses; 9 faculty associated with project
July 2012	Items will arrive and be tagged and check to be sure all items ordered are received.	Items will be secured in mobile cabinets in the Library.	PD Library Technology Staff	120 students in participating CIT courses; 9 faculty associated with project
July 2012	Faculty participating in the pilot will receive their devices so they can download their text and start becoming familiar with the device.	Faculty will become familiar with device and see if they foresee any needed modifications to their courses.	PD Library Technology Staff Participating	9 faculty associated with the project

			Faculty	
July 2012	Start review of selected faculty members prior learning outcomes and see how they were met to help establish a baseline.	Data will be collected for future use	PD	9 faculty associated with the project; PD
August 2012	Students will check out devices and set up for their courses	Students will work to become familiar with devices	Students	120 students in participating CIT courses;
August 2012	Students will complete Pre-Survey	Upon completion of Pre-Survey the data will be computed on students projected outcomes	Faculty Students	120 students in participating CIT courses;
Fall Term	Faculty will keep track of who is using e-books and what platform they are using	Data Collection	Faculty Students	9 faculty associated with project
December 2012	Post-Survey will be given to students	Data will be computed and compared to data collected at the start of term	Faculty Students	120 students in participating CIT courses;
December 2012	Learning objectives will be reviewed to see if there was noticeable change from faculties previous student records	Data Collection to be compared to previous information. This data will allow us to see if there was a change in learning	PD	PD and 9 faculty associated with the project
December 2012	Students will check devices back into library	Account for all devices and inspect.	Library Technology Staff	120 students in participating CIT courses;
December 2012	Meet with faculty involved to discuss their sense of e-books in the classroom.	Receive instructor feedback.	PD	9 faculty associated with the project
January 2013	Students will check out and set up devices	This will be the second round for these students so we will see if there is a change in usage	Students	120 students in participating CIT courses;
January 2013	Again the students will receive a Pre-Survey.	Data will be compared to previous Pre-Survey to see if perceptions have changed.	Faculty Students	120 students in participating CIT courses;
Spring Term	Faculty will keep track of who is using e-books and what platform they are using	Data Collection	Faculty Students	PD, 9 faculty, 120 students participating
May 2013	Post-Survey will be given to students	Data will be computed and compared to data collected at the start of term	Faculty Students	120 students in participating CIT courses;
May 2013	Learning objectives will be reviewed to see if there was noticeable change from faculties previous student records	Data Collection to be compared to previous information. This data will allow us to see if there was a change in learning	PD	PD, 9 faculty, 120 students participating
May 2013	Students will check devices back into library	Account for all devices and inspect.	Library Technology Staff	120 students in participating CIT courses;
June 2013	Data from Fall and Spring classes will be compared to see if there were noticeable changes in student perceptions and learning.	Data collected will help assess if this learning project was successful. Increased rates of student success retention	PD	PD and 9 faculty associated with the project
June 2013	Meet and discuss with faculty involved on their sense of e-books in the classroom.	Receive instructor feedback.	PD	PD and 9 faculty associated with the project
June 2013	Final Project Report	Summative Evaluation	PD	PD