

VII. Tasks & Timeline

Phase I

Product	Goals and Objectives	Tasks	Timeline
Survey Instrument	Development of survey - multiple drafts - coordinated with prior surveys & existing database	- Formulate questions to gather data in the following categories: 1) Process Description & Status 2) Defining & Monitoring Project Success 3) Outcomes and Status 4) Factors Facilitating & Obstacles to Success 5) Outlook	February 1 through March 31, 1999
	Expert review of survey for effectiveness and purpose	- contact faculty members and schedule a time for review - contact students & professionals and schedule a time for review - make copies for reviewers - conduct review sessions	March 31 through April 30, 1999
	Finalize survey	- final edits to survey	Completed by May 7, 1999
Cover Letter	Develop cover letter explaining goals of survey	- Formulate cover letter - Review cover letter - Finalize cover letter	Completed by April 30
	Mailing Surveys & cover letters	- Use existing database to extract 105 contact addresses - ground truth addresses via phone calls & e-mails - create mailing labels - stuff envelopes and mail	Completed by May 14, 1999
Updated Spreadsheet	Prepare spreadsheet for data entry	- develop analytical framework for spreadsheet program - insert framework into spreadsheet program - test program with mock data - develop data entry protocol - key potential responses into appropriate categories	Completed by May 28, 1999
	Manage incoming surveys	- develop protocol for incoming surveys	Completed by May 28, 1999
	Enter data from returned responses	- enter data from returned responses	Summer, 1999
Initial Assessment – memo or brochure	Review and analyze information gathered from returned surveys	- Analyze information for common trends, trends that stand out, and trends that were not present - Summarize information into a useful format	Completed by September 30, 1999

Product	Goals and Objectives	Tasks	Timeline
Advisory Board	Formulate an advisory board for review of project	- create a list of potential advisors - contact potential advisors to determine level of interest	Completed by May 15, 1999
Literature Summary	Create list of relevant articles for inclusion	- brainstorm ideas for article inclusion	April 1 through April 26, 1999
	Review list for completeness and breadth	- list reviewed by selected University faculty, professionals and peers - finalize list	April 26, 1999
	Divide list	- assign articles to project members	April 30, 1999
	Summarize literature for inclusion into updated book	- summarize articles for inclusion into final product	Summer, 1999

Phase II

Advisory Board	Hold first advisory board conference call	- conference call held after completion of initial assessment	October 4, 1999
Web Site	Develop framework and vision for EM web site	- hold a brainstorming session with faculty, professionals, etc. - hold review session for selected ideas with professionals, faculty, etc. - select framework	Summer 1999
	Begin construction of site	- develop web site development protocol - assign regular maintenance schedules - add information as it becomes available - obtain resources from ITD	October 4, 1999
	Finalize site construction and develop plan for long term maintenance	- insert final products or framework into site - review site for potential improvements - install maintenance plan	January 10, 2000
Updated Book / Final Report	- mid term presentation	- compile information to this date into a presentation	November 22, 1999
	- first draft	- compile information to this date into a first draft to be given to advisor	January 31, 2000
	- second draft Update site descriptions with in depth analysis in the following areas: 1) Federal agency implementation 2) State agency implementation. 3) Urban-based EM projects 4) Success as a result of effective boundaries	- update 105 revisited sites • Liz – Southeast • Allen – Northeast • Kathleen – Northwest • Mark – Southwest	Completed by March 10, 2000
	- final presentation	- compile information into final presentation to be given to faculty, students, and interested parties	April 10, 2000

Product	Goals and Objectives	Tasks	Timeline
Updated Book / Final Report (continued)	- final report	- bound copy of final report and disk version handed in to OAP by 5pm	April 21, 2000
	- second draft Update site descriptions with in depth analysis in the following areas: 1) Federal agency implementation 2) State agency implementation. 3) Urban-based EM projects 4) Success as a result of effective boundaries	- update 105 revisited sites • Liz – Southeast • Allen – Northeast • Kathleen – Northwest • Mark – Southwest	Completed by March 10, 2000
	- final presentation	- compile information into final presentation to be given to faculty, students, and interested parties	April 10, 2000
	- final report	- bound copy of final report and disk version handed in to OAP by 5pm	April 21, 2000

VIII. Budget: February 1999 to May 2000

INCOME	Number	Cost	Total
SNRE	4	115.00	460.00
McIntyre Stennis	1	10,000	10,000.00
Prentice Foundation	1	2,000	2,000.00
TOTAL			\$12,460.00

EXPENSES: Initial Survey

	Number	Cost	Total
Copying (Pretesting)	15*8	.10	12.00
Copying	105*11	.10	115.50
Postage			
Survey	240	.55	132.00
Reminder cards	105	.33	34.65
Telecommunications (Phone, fax, e- mail, voice mail)	105*5 mins 30*10 mins	.20 /min .20/min	105.00 60.00
TOTAL			\$458.65