

TIMELINES

Institute for HIV Prevention Leadership

Task	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Review, revise curriculum, Policies and procedures	■											
Recruit & confirm faculty for Institute	■	■	■									
Review and select applicants for FY 2003	■	■	■									
Develop ILE framework, grading criteria and processes	■	■	■									
Develop, produce, print and compile orientation manual, advisor's guide	■	■	■									
Finalize training facility contract	■	■										
Hold team meeting among all project partners	■						■					
Prepare profile of scholars and distribute to faculty & staff			■	■								
Offer 4 phone trainings for faculty				■		■			■			■
Purchase laptops and install software, update logins for Blackboard, update web site		■	■	■								
Prepare Institute curriculum notebooks (Wk1)		■	■									
Prepare and copy evaluations (Wk1)			■	■								
Arrange scholar travel to Institute (Wk1)		■	■	■								
Week 1 of the Institute				■								
Analyze data from evaluations, summarize, report & distribute (Wk1)					■	■						
Conduct Qualitative Survey of Costs and Benefits via phone, analyze & report (Wk1)						■	■	■				
Prepare Institute curriculum notebooks (Wk2)					■	■						
Prepare and copy evaluations (Wk2)						■	■					
Arrange scholar travel to Institute (Wk2)				■	■	■						
Week 2 of the Institute							■					

[illegible]

