

Name:

Institution:

APS Project Milestones – Course and Section Planning

Critical Steps to Successfully Achieve Goals of Your Initiative and Drive Change

Phase	Milestone	Who (Stakeholders who will be involved)	Target Date	Actual Date
Plan (1 month)	Determine scope and timeline of your project to embed APS data in your course and section planning process.			
Craft Goals and Message (1 month)	Establish goals and articulate the purpose of your initiative from the top down. > Strategy 2: Craft Your Data Transparency Message – Elevator Pitch (<i>Engaging Academic Leaders Toolkit</i>)			
Create a Faculty Line Request Template (1 month)	Select metrics from the APS platform and internal reports, as well as qualitative questions to create a course and section planning template.			
Generate Campus Buy-In (1 month)	Introduce objectives via campus meetings for your new initiative and share directive from the Provost’s Office.			

**Additional Milestones
on the Next Page**



Phase	Milestone	Who (Stakeholders who will be involved)	Target Date	Actual Date
Draft Revisions to Plan (1 month)	Incorporate campus feedback to appropriately adjust timelines and scope of the project.			
Launch Initiative (1-2 months)	Review platform to determine any possible data issues and log issues appropriately. > Resource: Questions Log			
	Schedule trainings			
	Measure results of trainings and communicate them to appropriate leaders. > Strategy 7: Creating Your Follow-Up Plan Worksheet (<i>Engaging Academic Leaders Toolkit</i>)			
Reflect (1 month)	Reflect on your initiative's process and results. Refine the process to ensure improvement in the next iteration.			