

\*\*\* Please note that this is an example of what a CoP project's timeline can look like. Each CoP can shape and define themselves to serve the unique needs of their institution. \*\*\*

**CoP Title**  
**A Community of Practice**

**Timeline**

<b>Date</b>	<b>Detail</b>	<b>Mtg. #</b>	<b>Step/Topics</b>
MM/DD/YY	Location Time	1	<p style="text-align: center;"><b>Project Intro &amp; Interviews</b></p> <ul style="list-style-type: none"> <li>• Overview of project</li> <li>• Interview regarding what would be most useful from CoP process</li> <li>• Determine next steps</li> </ul>
MM/DD/YY	Location Time	2	<p style="text-align: center;"><b>Prepare to Launch</b></p> <ul style="list-style-type: none"> <li>• Introduce participants to one another and the work of the project</li> <li>• Review preliminary proposed concept for the project</li> <li>• Discuss potential challenges</li> <li>• Determine how many partners we wish to include</li> <li>• Learn about each participating institution</li> </ul>
MM/DD/YY	Location Time	3	<p style="text-align: center;"><b>Launch COP</b></p> <ul style="list-style-type: none"> <li>• Introduce participants to one another and the work of the project</li> <li>• Discussion with experts</li> <li>• Introduce the Needs Assessment &amp; Feasibility Study model</li> </ul>
MM/DD/YY	Location Time	4	<p style="text-align: center;"><b>Prepare Feasibility Study</b></p> <ul style="list-style-type: none"> <li>• Meet to discuss challenges and opportunities</li> <li>• Complete preparation on conducting a needs assessment &amp; feasibility study</li> </ul>
MM/DD/YY	Location Time	5	<p style="text-align: center;"><b>Early Findings &amp; Brainstorm</b></p> <ul style="list-style-type: none"> <li>• Updates on needs assessment &amp; feasibility study</li> <li>• Brainstorm elements of the project</li> </ul>
MM/DD/YY	Location Time	6	<p style="text-align: center;"><b>Feasibility Study Results</b></p> <ul style="list-style-type: none"> <li>• Present findings from needs assessment &amp; feasibility study</li> </ul>
MM/DD/YY	Location Time	7	<p style="text-align: center;"><b>Endorsed Applicant Partnership</b></p> <ul style="list-style-type: none"> <li>• Outline and test key components of emerging project</li> <li>• Develop preliminary implementation plan</li> <li>• Prepare to explore program design with colleagues and partners</li> </ul>
MM/DD/YY	Location Time	8	<p style="text-align: center;"><b>Local Response</b></p> <ul style="list-style-type: none"> <li>• Teams share the responses they received in presenting the preliminary plan to their agency</li> </ul>
MM/DD/YY	Location Time	9	<p style="text-align: center;"><b>Responses to Plan 1</b></p> <ul style="list-style-type: none"> <li>• Share emerging plans institutions' leadership</li> <li>• Review and update the plans for the project</li> <li>• Identify other institutions with which to share and review plan</li> <li>• Brainstorm the Memorandum of Understanding (MoU)</li> </ul>

Date	Detail	Mtg. #	Step/Topics
MM/DD/YY	Location Time	10	<p style="text-align: center;"><b>Responses to Plan 2</b></p> <ul style="list-style-type: none"> <li>• Discuss from other institutions</li> <li>• Review a draft MoU</li> <li>• Updates the implementation plan</li> <li>• Prepare for concluding event</li> </ul>
MM/DD/YY	Location Time	11	<p style="text-align: center;"><b>Plan Updates &amp; MOU</b></p> <ul style="list-style-type: none"> <li>• Finalize MoU</li> <li>• Finalize implementation plan</li> <li>• Prepare for concluding event</li> </ul>
MM/DD/YY	Location Time	12	<p style="text-align: center;"><b>Presentations &amp; Celebration</b></p> <ul style="list-style-type: none"> <li>• Each team makes a presentation</li> <li>• Next steps are developed and agreed upon</li> <li>• Share the signed MOU</li> <li>• We celebrate success!!</li> </ul>