

Task	Resources/Assignments	Start	Finish
<i>Periodic Review Report</i>		2-2012	5-2013
Organizational Framework	IPAR	2-2012	5-2013
Organize <i>PRR</i> workgroup, roles and responsibilities	IPAR, President's Office	2-2012	3-2012
Identify editor	IPAR, President's Office	2-2012	3-2012
Confirm approach and workplan	President's Office	3-2012	3-2012
Create extensive outlines for required chapters	IPAR	3-2012	3-2012
Collect and catalog supporting documentation for workgroup members	IPAR & Workgroup Members	2-2012	3-2012
Order <i>PRR</i> materials from Middle States	IPAR	2-2012	3-2012
Conduct orientation session	IPAR	3-2012	3-2012
Review documents	IPAR & Workgroup Members	3-2012	5-2012
Prepare and submit workgroup status reports	IPAR & Workgroup Members	5-2012	12-2012
Complete first draft <i>PRR</i>	IPAR and Editor	12-2012	2-2013
Post first draft <i>PRR</i> on web site for campus feedback (Executive Council, College Leadership Council and Institutional Effectiveness Committee)	IPAR and Public Affairs	2-2013	3-2013
Complete revisions second draft <i>PRR</i>	IPAR and Editor	3-2013	4-2013
Post second draft on web site for campus feedback	IPAR and Public Affairs	4-2013	4-2013
Complete final draft <i>PRR</i>	IPAR & Editors	4-2013	5-2013
Transmit <i>PRR</i> to MSCHE	IPAR & President's Office	5-2013	5-2013
Post final version <i>PRR</i> and aggregate of comments on College web site	IPAR & Public Affairs	5-2013	5-2013
Campus-Wide Communications	IPAR, President's Office, Public Affairs	3-2012	5-2013
Deliver short information update to campus (timeline, deliverables)	President's Office	3-2012	3-2012
Design web site	IPAR and Public Affairs	1-2013	2-2013
Open feedback period through web comment form, and campus forums	IPAR and Public Affairs	2-2013	4-2013
Final campus-wide communications	IPAR and Public Affairs	5-2013	5-2013