



PluggedInVA Timeline for Planning and Implementation

Involve all partners in the development of the project timeline. The adult education program should take the lead on developing the timeline and incorporate the needs and feedback of the partner organizations.

Sample Timeline

Planning and Implementation: 1 year		
Throughout the whole year	Planning: 6 months	Implementation: 6 months
<ul style="list-style-type: none"> ▪ Collaborate with partners to plan and implement program ▪ Collect data on the process and learner outcomes ▪ Analyze data for improvement ▪ Report data to OAEL 	<ul style="list-style-type: none"> ▪ Research employment trends / labor market ▪ Research skills and training needs for identified industries ▪ Build partnerships <ul style="list-style-type: none"> ○ Employers ○ Community College ○ Community ▪ Develop MOUs ▪ Develop curriculum 	<ul style="list-style-type: none"> ▪ Deliver integrated instruction at the adult education center ▪ Support learners with co-enrollment at the community college ▪ Support learners with workplace experience and training
	<ul style="list-style-type: none"> ▪ Begin marketing and recruitment 3 months prior to start date 	<ul style="list-style-type: none"> ▪ Begin work on Capstone project 3 months into implementation ▪ Host Capstone presentation and graduation at 6-month mark
After Year 1 <ul style="list-style-type: none"> ▪ Submit an evaluation for program improvement ▪ Use evaluation to plan next PluggedInVA program 		