**WISE Pathways Project Manager’s Task List**

| **Months/Weeks in advance of the program start date** | **Task** | **Completed** |
| --- | --- | --- |
| 6 months | Research potential business, education, and pipeline partners |  |
| 5 months | Convene partners to discuss program goals and responsibilities of each partner |  |
| 4 months | Develop a program budget |  |
| 4 months | Partners commit to program |  |
| 3 months | Convene second meeting with confirmed partners. Make decisions such as: goal for the number of participants, focus careers, minimum job requirements, location of course, dates/times of course, who will teach each module, and will college credit be offered |  |
| 3 months | Gather job descriptions from business partners and distribute to pipeline groups |  |
| 3 months | Distribute program flyer and referral form to pipeline groups |  |
| 2 months | Business partners confirm their facilitators and guest speakers |  |
| 2 months | Tour facility and confirm A-V arrangements, computer lab, and location for lunches |  |
| 2 months | Arrange for the administration of WorkKeys |  |
| 1 ½ months | Pipeline partners start sending in referrals |  |
| 1 month | Calculate transportation stipends |  |
| 1 month | Arrange for parking passes for students, facilitators, guest speakers, and others (if required) |  |
| 1 month | Arrange for WorkKeys transportation |  |
| 1 month to 2 weeks | Review referrals and call students to confirm their participation |  |
| 1 month | Arrange catering for lunches |  |
| 1 month | Gather giveaways (if companies have giveaways) |  |
| 2 weeks | Print manuals |  |
| 2 weeks | Purchase enough jump drives for students and load resume templates on the drives |  |
| 2 weeks | Create name badges for students, facilitators, guest speakers, and others |  |
| 2 weeks | Get log-ins for using computers on-site (both for projector and for computers in lab) |  |
| 1 week | Create student/facilitator/guest speaker roster |  |
| 1 week | Host an orientation with students to:  distribute transportation stipends, register with college (if applicable), meet main facilitators, provide students with emergency contact info (if they will be late, etc.), distribute syllabus, discuss dress code, and provide class requirements for certificate and college credit (if applicable) |  |
| 1 week | Ship materials to class location |  |
| On-site | Be on-site each day to manage logistics |  |
| On-site | Serve as a “coach” |  |
| Up to one month after | Monitor interviewing/hiring of women |  |
| 1 ½ months after | Follow-up meeting with all partners |  |