

Project 6: Create an Integrated System of Middle and High School Advising

Project Goals/Desired Outcomes: Increase college and career readiness by strengthening the region's counseling and advising system.

Narrative: Increase college and career readiness by strengthening the region's counseling and advising system through 1) establishing a college and career readiness advising training system 2) partnering with counselor assistants to increase advising capacity throughout the region, and 3) ensuring full implementation of the High School and Beyond Plan.

Key Performance Measures: % submitted FAFSA; % completed FAFSA; Minimum College Requirements; 5-Year High School Graduation Rate; AP or IB students; 9th grade suspensions and expulsions

Cross-reference to other projects: Project 6 will coordinate closely with Projects 5 and 7. Project 5 will provide additional career planning/exploration opportunities while Project 7 will provide formative assessment information for effective course planning and strong 9th grade transitions. All projects will help ensure the High School and Beyond Plan is fully implemented.

Activities for Project 6

Item	Activities, Tasks, Milestones, and Deliverables	Key Personnel	Start Date (mm/dd/yy)	End Date (mm/dd/yy)	Status Choose: Not Begun, In Progress, or Complete: mm/dd/yy	In Progress Status Choose: Ahead; On-track; Off-track; Immediate attn needed	Notes	Dependent Activities (in other projects)	Budget Reference	Change from application (includes pg. reference)	Rationale for change	Implications on other activities, performance measures, and budget?
6.1	Activity 6.1: Hire Project Management	RTT Director	4/1/13	6/30/13								
6.1.1	Task: Develop scope of work for College & Career Readiness Project Manager	RTT Director	4/1/13	6/30/13					Personnel & Fringe Benefits	Add .5 FTE to Manage P6 with start date of Aug 15, 2013 Move 0.833 FTE Program Specialist to PM budget	Ensure outcome success and sustainability across the region To consolidate all administrative support for RTT in PM for streamlined reporting and budgeting.	\$423,370 shifted from cost savings as a result of delayed rollout of Counselor Assistants \$20,755 in Personnel, Salary, and associated costs moved from P6 to PM.
6.1.2	Task: Create job description for College & Career Readiness Project Manager	RTT Director	4/1/13	6/30/13								
6.1.3	Task: Initiate recruitment and application process for Project Manager	RTT Director	4/1/13	6/30/13								
6.1.4	Milestone: Project manager is hired	RTT Director	6/30/13	6/30/13			Start date set for 8/19/13.					
6.2	Activity 6.2: Align and integrate Project 6 with regional work and other RTT projects and commitments	College & Career Readiness Project Manager	8/1/13	10/31/13								
6.2.1	Task: Align project 6 with early warning indicators/dropout prevention and systems of intervention across the district consortium and region	RTT Director, College & Career Readiness Project Manager	8/1/13	10/31/13				Project 5 career exploration, Project 7 effective course planning/correction, Commitment 5, High School and Beyond Plan implementation				
6.2.2	Task: Align key project actions/tasks across grant projects 2, 5, 7 and 8	RTT Director, College & Career Readiness Project Manager	8/1/13	10/31/13								

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6.2.3	Task: Ensure commitment 5 is integrated and foundational in all key activities and tasks	RTT Director, College & Career Readiness Project Manager	8/1/13	10/31/13				Commitment 5, High School and Beyond Plan Implementation				
6.2.4	Milestone: Stay Strong projects and commitments fully aligned	College & Career Readiness Project Manager	10/31/13	10/31/13								
6.3	Activity 6.3: Secure technical assistance to support Project 6	RTT Director	5/1/13	7/31/13								
6.3.1	Task: Create a scope of work defining technical assistance needs	RTT Director	5/1/13	7/31/13					Contractual: T/A Contract	Increases technical assistance contract to support implementation	Ensure outcome success and integration with work taking place throughout the region	\$27,214 repurposed from savings as a result of delayed implementation of Counselor Assistants
6.3.2	Task: Identify technical advisor that meets needs and develop a contract	RTT Director	5/1/13	7/31/13								
6.3.3	Task: Gain Executive Committee approval of the contract	RTT Director and Executive Committee	5/1/13	7/31/13								
6.3.4	Milestone: Technical advisor contract signed with start date of 8/1/13	RTT Director	7/31/13	7/31/13								
6.4	Activity 6.4: Form Project 6 advisory team of school/district staff, college access networks and Road Map partners and begin planning summer High School & Beyond Leadership Institute to inform Project 6 planning	Technical Advisor	5/1/13	7/31/13								
6.4.1	Task: Set a regular meeting schedule for advisory meetings	RTT Director, Technical Advisor and Advisory Team	5/1/13	7/31/13								
6.4.2	Task: Work with districts to recruit counselor/district staff teams and Road Map partners to participate in Leadership Institute	Advisory Team, Technical Advisor, college access networks	5/1/13	7/31/13								
6.4.3	Task: Design Leadership Institute agenda, including planning activities and speakers	Advisory Team, Technical Advisor, college access networks	5/1/13	7/31/13								
6.4.4	Milestone: Advisory Team formed	Technical Advisor	5/1/13	5/1/13								
6.5	Activity 6.5: Convene stakeholders in a summer High School & Beyond Leadership Institute to inform Project 6 planning	Technical Advisor	8/1/13	10/31/13								
6.5.1	Task: Solicit feedback for professional development series and counselor assistant components of Project 6	Technical Advisor, College & Career Readiness Project Manager and Advisory Team, college access networks and providers and community based organizations	8/1/13	10/31/13						Leadership Institute is a summer opportunity to solicit information from stakeholders.	Ensure outcome success and sustainability across the region	Strengthens activities and performance measures- See 6.3.1 for costs

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6.5.2	Task: Conduct an inventory of what is currently happening across districts with middle/high school advising (6th grade through high school)	Technical Advisor, College & Career Readiness Project Manager and Advisory Team	8/1/13	10/31/13								
6.5.3	Task: Work with Leadership Institute participants to create a 6th grade through 13th year regional timeline.	Technical Advisor, College & Career Readiness Project Manager and Advisory Team	8/1/13	10/31/13								
6.5.4	Task: Identify both individual district and regional expectations for advising and guidance system improvements aligned with project performance measures and deliverables	Technical Advisor, College & Career Readiness Project Manager and Advisory Team	8/1/13	10/31/13								
6.5.5	<i>Deliverable: Leadership Institute held</i>	Technical Advisor	8/8/13	8/8/13								
6.6	Activity 6.6: Using feedback and planning gathered during High School & Beyond Leadership Institute, create a middle and high school advising timeline and guidance service delivery model	College & Career Readiness Project Manager	8/1/13	12/31/13								
6.6.1	Task: Gather any additional input or information necessary to inform the creation of a middle and high school advising timeline and service delivery model	College & Career Readiness Project Manager, Advisory Team, Technical Advisor	8/1/13	10/31/13								
6.6.2	Task: Collaborate with college access networks and providers to identify project gaps and leverage resources and funds across college access networks/providers	College & Career Readiness Project Manager and Advisory Team, Technical Advisor, college access networks and providers	10/1/13	12/31/13								
6.6.3	Task: Complete Race to the Top School Implementation Plan for middle school and high school levels as a district consortium	College & Career Readiness Project Manager & Advisory Team	10/1/13	12/31/13								
6.6.4	<i>Deliverable: Regional timeline and service model</i>	College & Career Readiness Project Manager	12/31/13	12/31/13								
6.6.5	<i>Deliverable: Initial SIP (phase 1)</i>	College & Career Readiness Project Manager	12/31/13	12/31/13								
6.7	Activity 6.7: Finalize professional development implementation plan for training system	College & Career Readiness Project Manager	9/1/13	11/30/13								
6.7.1	Task: Using feedback gathered during High School & Beyond Leadership Institute, map out professional development series for year 2	College & Career Readiness Project Manager, Advisory Team, Technical Advisor	9/1/13	11/30/13								
6.7.2	Task: Determine rollout and target audiences for each professional development for training system	College & Career Readiness Project Manager, Advisory Team, Technical Advisor	9/1/13	11/30/13								
6.7.3	Task: Identify targeted outcomes for professional development series and incorporate into RFP	College & Career Readiness Project Manager, Advisory Team, Technical Advisor	9/1/13	11/30/13								
6.7.4	Task: Finalize professional development series design for year 2 through year 4 with a focus on year 2	College & Career Readiness Project Manager, Advisory Team, Technical Advisor	9/1/13	11/30/13								
6.7.5	Task: Develop approved procedures and criteria for districts to access training	College & Career Readiness Project Manager, Advisory Team, Technical Advisor	9/1/13	11/30/13								

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6.7.6	Task: Identify priority cohorts for district consortium professional development (year 2 through 4)	College & Career Readiness Project Manager, Advisory Team, Counseling Assistant Vendor	9/1/13	11/30/13								
6.7.7	Task: Draft RFP and set scoring criteria	College & Career Readiness Project Manager and Technical Advisor	9/1/13	11/30/13								
6.7.8	Task: Finalize RFP and assemble sub-group from Advisory Team to score proposals	College & Career Readiness Project Manager and Technical Advisor	9/1/13	11/30/13								
6.7.9	<i>Deliverable: Issue RFP for training services</i>	<i>College & Career Readiness Project Manager</i>	11/15/13	11/15/13			Complete and release RFP by 11/1, set RFP submission deadline by 11/15/13					
6.7.10	<i>Deliverable: Approved procedures and criteria for districts to access training.</i>	<i>College & Career Readiness Project Manager</i>	11/30/13	11/30/13								
6.8	Activity 6.8: Procure vendors and leveraged supports for district consortium professional development series	College & Career Readiness Project Manager	10/1/13	12/31/13								
6.8.1	Task: Score training services proposals	Advisory Team	11/15/13	12/15/13								
6.8.2	Task: Present recommended vendor(s) to Executive Committee	College & Career Readiness Project Manager and Executive Committee	12/1/13	12/31/13								
6.8.3	Task: Approve/select vendors to proceed with contracting	Executive Committee	11/1/13	12/31/13								
6.8.4	Task : Formalize professional development contracts and schedule for year 2	College & Career Readiness Project Manager	11/1/13	12/31/13								
6.8.5	Task: Finalize professional development attendees (Cohort 1)	College & Career Readiness Project Manager	11/1/13	12/31/13					Contractual and supplies	Increased the number of counselors receiving training from 30 to 75 and moved cost of counselor training and travel to training stipends for counselors from Personnel to Contractual	Allows for more school staff to participate in professional development cohorts to ensure outcomes and systems change in schools	Changes: -Training Stipends: moved from Personnel to Contractual and increased from \$135,384 to \$343,529. Cost covered by savings from delayed rollout of Counselor Assistants. -Travel to Training: moved from Travel to Contractual and increased from \$3,772 to \$8,389
6.8.6	Task: Formalize communication plan	College & Career Readiness Project Manager	10/1/13	12/31/13								

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6.8.7	Task: Ensure alignment and cohesive service delivery between counselor assistant support and district consortium professional development workshops	College & Career Readiness Project Manager, Counseling Assistant Program Corps Director and Advisory Team	10/1/13	12/31/13				Professional development workshops are likely to address topics impacting Projects 5 and 7 and Commitment 5.				
6.8.8	Milestone: Preparation for professional development series complete	College & Career Readiness Project Manager	12/31/13	12/31/13								
6.9	Activity 6.9: Formalize project partnership and contracting to provide Counselor Assistant Corps to district consortium	RTT Director	4/1/13	6/30/13						Delayed implementation of counselor assistants to Year 2 and added cost for Dream Project Program Director	Provide time for recruitment and program planning, and program management to ensure effective partnerships with schools	Dream Project contract increased from \$1,671,674 to \$1,745,200
6.9.1	Task: Procure contract with counselor assistant vendor	RTT Director	4/1/13	6/30/13								
6.9.2	Task: Formalize the vendor's scope of work	RTT Director	4/1/13	6/30/13								
6.9.3	Task: Present vendor contract and Consortium/vendor MOU to Executive Committee	RTT Director and Executive Committee	4/1/13	6/30/13								
6.9.4	Task: Executive Committee approves vendor contract	Executive Committee	4/1/13	6/30/13								
6.9.5	Deliverable: Consortium/vendor MOU, with phasing plan, detailed budget and expected outcomes	RTT Director	6/30/13	6/30/13								
6.10	Activity 6.10: Vendor hires Counseling Assistant Corps Program Director	Counseling Assistant Corps Vendor	6/1/13	8/30/13								
6.10.1	Task: Once contract approved, vendor develop scope of work for Counseling Assistant Corps Program Director	Counseling Assistant Corps Vendor	6/1/13	8/30/13								
6.10.2	Task: Vendor create job description for Counseling Assistant Corps Program Director	Counseling Assistant Corps Vendor	6/1/13	8/30/13								
6.10.3	Task: Initiate recruitment and application process	Counseling Assistant Corps Vendor	6/1/13	8/30/13								
6.10.4	Milestone: Counseling Assistant Corps Project Director is hired	Counseling Assistant Corps Vendor	8/30/13	8/30/13								
6.11	Activity 6.11: Finalize Counseling Assistant Corps implementation plan	Counseling Assistants Program Director	7/1/13	9/30/13								
6.11.1	Task: Solicit district and Advisory Team input on which schools to place first group of Counseling Assistant Corps	College & Career Readiness Project Manager, Counseling Assistants Program Director, Consortium districts, Advisory Team	7/1/13	9/30/13			Districts will identify priority/phase 1 schools		Contractual			

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6.11.2	Task: Through High School and Beyond Leadership Institute and other outreach, solicit district and Advisory Team input to outline the scope of work to be performed by Counseling Assistant Corps	College & Career Readiness Project Manager, Counseling Assistants Program Director, Consortium districts, Advisory Team	7/1/13	9/30/13								
6.11.3	Task: Using feedback from districts and data, identify priority year 2 (phase 1) schools	College & Career Readiness Project Manager, Counseling Assistants Program Director, Consortium districts, Advisory Team	7/1/13	9/30/13								
6.11.4	Task: Conduct meetings between identified schools and Counseling Assistants Program Director to further define partnership and tasks to be performed by Counseling Assistants	Counseling Assistants Program Director	7/1/13	9/30/13								
6.11.5	Task: Create MOUs between schools identified for year 2 (phase 1) and Counseling Assistant Corps Vendor outlining Counselor Assistant work and school and vendor responsibilities	Counseling Assistants Program Director	7/1/13	9/30/13								
6.11.6	Task: Formalize implementation plan for year 2 (phase 1), ensure alignment between district professional development training series and counselor assistant support	College & Career Readiness Project Manager, Counseling Assistants Program Director	7/1/13	9/30/13								
6.11.7	Milestone: Priority year 2 (phase 1) high schools identified with feeder middle schools aligned for 8th/9th grade transition support	Counseling Assistants Program Director	9/1/13	9/1/13								
6.11.8	Milestone: Prepared for year 2 (phase 1) rollout	Counseling Assistants Program Director	9/1/13	9/1/13								
6.12	Activity 6.12: Initiate year 2 (phase 1) Counseling Assistant Corps support to district consortium	Counseling Assistants Program Director	9/1/13	9/30/14								
6.12.1	Task : Rollout counseling assistant supports to year 2 (phase 1) schools	Counseling Assistant Corps Program Manager	9/1/13	12/31/13								
6.12.2	Task: Year 2 counseling corps implementation: Fall activities could include career exploration, campus visits, college knowledge lessons, etc.	Counseling Assistant Corps Program Manager	9/1/13	12/31/13								
6.12.3	Task: Year 2 counseling corps implementation: Winter activities could include applying to college, searching for scholarships, completing FAFSA, etc.	Counseling Assistant Corps Program Manager	1/1/14	3/31/14								
6.12.4	Task: Year 2 counseling corps implementation: Spring activities could include course planning, creating/updating of High School and Beyond Plan, preparing for postsecondary enrollment, etc.	Counseling Assistant Corps Program Manager	4/1/14	6/30/14								
6.12.5	Task: Review plan and make adjustments based on evidence about program implementation	College & Career Readiness Project Manager, Counseling Assistant Program Corps Director and Advisory Team	7/1/14	9/30/14								
6.12.6	Milestone: Counseling Assistant Corps is launched	Counseling Assistant Corps Program Manager	9/1/13	9/1/13								

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6.13	Activity 6.13: Rollout initial district consortium professional development workshop series (counselors/teachers/administration/counselor assistants)	College & Career Readiness Project Manager	1/1/14	6/30/14								
6.13.1	Task: Identify data driven scalable promising practices across the region with special attention to 8th/9th grade transition planning	College & Career Readiness Project Manager and Advisory Team	1/1/14	3/31/14								
6.13.2	Task: Share best and promising practices in professional development workshop series as well as among the district consortium and Road Map partners	College & Career Readiness Project Manager, Technical Advisor and Advisory Team	4/1/14	6/30/14								
6.13.3	Milestone: Year 2 professional development workshop series launched.	College & Career Readiness Project Manager	1/31/14	1/31/14								
6.14	Activity 6.14: Evaluate comprehensive guidance system, including Counseling Assistant Corps and professional development series	College & Career Readiness Project Manager	9/1/13	9/30/14								
6.14.1	Task: Design formative evaluation plan aligned with performance measures and project deliverables	College & Career Readiness Project Manager, Evaluation Manager	9/1/13	12/31/13								
6.14.2	Task: Conduct formative evaluation of Counselors Assistants Corps in order to ensure guidance counselor system alignment between vendor services is strengthening districts capacity through the comprehensive guidance service delivery model	College & Career Readiness Project Manager, Evaluation Manager	1/1/14	3/31/14								
6.14.3	Task: Conduct formative evaluation of professional development series	College & Career Readiness Project Manager, Evaluation Manager	1/1/14	3/31/14								
6.14.4	Task: Share results of both evaluations with advisory group, vendors and other stakeholders	College & Career Readiness Project Manager, Advisory Team, vendors	4/1/14	6/30/14								
6.14.5	Task: Review evaluation data for year 2 in order to inform year 3 planning/strategizing	College & Career Readiness Project Manager, Technical Advisor and Advisory Team	7/1/14	9/30/14								
6.14.6	Task: Present evaluation report findings to Executive Committee	College & Career Readiness Project Manager and Executive Committee	7/1/14	9/30/14								
6.14.7	Deliverable: Year 2 formative evaluation report	College & Career Readiness Project Manager	6/30/14	6/30/14								
6.14.8	Milestone: Year 2 formative evaluation process complete	College & Career Readiness Project Manager	6/30/14	6/30/14								
6.15	Activity 6.15: Report results and share data for performance and outcomes measurement	College & Career Readiness Project Manager	4/1/13	9/30/14								
6.15.1	Task: Establish data reporting requirements and incorporate into all contracts	RTT Project Manager	4/1/13	6/30/13								
6.15.2	Task: Analyze student performance data	College & Career Readiness Project Manager and Technical Advisor	7/1/14	9/30/14				Annual RTT outcome reporting				

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6.15.3	Task: Review year 2 student performance measure to inform year 3 planning/strategizing and midcourse corrections	College & Career Readiness Project Manager, Technical Advisor and Advisory Team	7/1/14	9/30/14								
6.15.4	Task: Present performance report findings to Executive Committee	College & Career Readiness Project Manager and Executive Committee	7/1/14	9/30/14								
6.15.5	<i>Deliverable: Year 2 performance report</i>	<i>College & Career Readiness Project Manager</i>	9/30/14	9/30/14								
6.15.6	<i>Milestone: Year 2 performance reporting complete</i>	<i>College & Career Readiness Project Manager</i>	9/30/14	9/30/14								
6.16	Activity 6.16: Convene stakeholders and hold 2nd summer High School & Beyond Leadership Institute to report on year 2 results and inform Year 3 Project 6 implementation	Technical Advisor	4/1/14	9/30/14								
6.16.1	Task: Work with Advisory Team to design Leadership Institute agenda, including planning activities and speakers	Advisory Team, Technical Advisor, college access networks	4/1/14	6/30/14								
6.16.2	Task: Work with districts to recruit counselor/district staff teams and Road Map partners to participate in Leadership Institute	Advisory Team, Technical Advisor, college access networks	4/1/14	6/30/14								
6.16.3	Task: Solicit feedback from stakeholders on guidance service delivery model, including professional development series and Counseling Assistants Corps	College & Career Readiness Project Manager	7/1/14	9/30/14								
6.16.4	Task: Based on feedback, evaluation and data results, make adjustments to guidance service delivery model, including professional development series and Counseling Assistants Corps as necessary	College & Career Readiness Project Manager	7/1/14	9/30/14								
6.16.5	<i>Deliverable: Leadership Institute held</i>	<i>Technical Advisor</i>	9/30/14	9/30/14								
6.17	Activity 6.17: Finalize professional development implementation plan for training system	College & Career Readiness Project Manager	7/1/14	10/1/14								
6.17.1	Task: Based on feedback, evaluation and data results, make adjustments to guidance service delivery model, including professional development series and Counseling Assistants Corps as necessary	College & Career Readiness Project Manager	7/1/14	9/30/14								
6.17.2	Task: Map out professional development series for year 3	College & Career Readiness Project Manager, Advisory Team, Technical Advisor	7/1/14	9/30/14								
6.17.3	Task: Identify priority cohorts for district consortium professional development (year 3)	College & Career Readiness Project Manager, Advisory Team, Counseling Assistant Vendor	7/1/14	9/30/14								
6.17.4	Task: Revise and renew professional development series vendor contracts	College & Career Readiness Project Manager	7/1/14	9/30/14								
6.17.5	Task: Finalize professional development series for year 3	College & Career Readiness Project Manager and Advisory Team	7/1/14	9/30/14								

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6.17.6	Task: Finalize professional development attendees (Cohort 2)	College & Career Readiness Project Manager and Advisory Team	7/1/14	9/30/14						Updated cost of contracts related to the P6 project	Allows for more school staff to participate in professional development cohorts to ensure outcomes and systems change in schools	Strengthens activities and performance measures- See 6.8.5
6.17.7	Task: Formalize communication plan	College & Career Readiness Project Manager	7/1/14	9/30/14								
6.17.8	Milestone: Preparation for professional development series complete	College & Career Readiness Project Manager	9/30/14	9/30/14								
6.17.9	Deliverable: Revised regional timeline and service model revised	College & Career Readiness Project Manager	9/30/14	9/30/14								
6.17.10	Milestone: Rollout Year 3 district consortium professional development workshop series	College & Career Readiness Project Manager	10/1/14	10/1/14								
6.18	Activity 6.18: Finalize Counseling Assistant Corps implementation plan and revise counseling assistant corps vendor contract	College & Career Readiness Project Manager and Counseling Assistant Corps Program Director	7/1/14	9/30/14								
6.18.1	Task: Using feedback from districts and data, identify priority year 3 (phase 2) schools	College & Career Readiness Project Manager, Counseling Assistant Corps Program Director, Consortium Districts and Advisory Team	7/1/14	9/30/14			Districts will identify priority/ phase 1 schools		Contractual	Updated cost of contracts	Reduced overall CA Corps to allow for more school staff to receive professional development	Strengthens activities and performance measures- See 6.11.1
6.18.2	Task: Conduct meetings between identified schools and Counseling Assistants Program Director to further define partnership and tasks to be performed by Counseling Assistants	Counseling Assistants Program Director	7/1/14	9/30/14								
6.18.3	Task: Create MOUs between schools identified for year 3 (phase 2) and Counseling Assistant Corps Vendor outlining Counselor Assistant work and school and vendor responsibilities	Counseling Assistants Program Director	7/1/14	9/30/14								
6.18.4	Task: Formalize implementation plan for year 3 (phase 2), ensure alignment between district professional development training series and counselor assistant support	College & Career Readiness Project Manager, Counseling Assistant Corps Program Director	7/1/14	9/30/14								
6.18.5	Task: Update contract with counselor assistant vendor	RTT Director	7/1/14	9/30/14								
6.18.6	Task: Present updated contract to Executive Committee for approval	RTT Director and Executive Committee	7/1/14	9/30/14								
6.18.7	Deliverable: Consortium/vendor MOU, with phasing plan, detailed budget and expected outcomes	College & Career Readiness Project Manager, Counseling Assistants Program Director	9/1/14	9/1/14								

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6.18.8	Milestone: Priority year 3 (phase 2) high schools identified with feeder middle schools aligned for 8th/9th grade transition support	Counseling Assistants Program Director	9/1/14	9/1/14								
6.18.9	Milestone: Prepared for year 3 (phase 2) rollout	Counseling Assistants Program Director	9/1/14	9/1/14								
6.19	Activity 6.19: Year 3 (phase 2) placement Counseling Assistant Corps support to district consortium	Counseling Assistants Program Director	9/1/14	9/30/15								
6.19.1	Task: Rollout counseling assistant supports to year 3 (phase 2) schools	Counseling Assistant Corps Program Director	9/1/14	12/31/14								
6.19.2	Task: Year 3 counseling corps implementation: Fall activities could include career exploration, campus visits, college knowledge lessons, etc.	Counseling Assistant Program Corps Director	9/1/14	12/31/14								
6.19.3	Task: Year 3 counseling corps implementation: Winter activities could include applying to college, searching for scholarships, completing FAFSA, etc.	Counseling Assistant Corps Program Director	1/1/15	3/31/15								
6.19.4	Task: Year 3 counseling corps implementation: Spring activities could include course planning, creating/updating of High School and Beyond Plan, preparing for postsecondary enrollment, etc.	Counseling Assistant Corps Program Director	4/1/15	6/30/15								
6.19.5	Task: Review plan and make adjustments based on evidence about program implementation	Counseling Assistant Corps Program Director	7/1/15	9/30/15								
6.19.6	Milestone: Counseling Assistant Corps is placed	Counseling Assistant Corps Program Director	9/1/14	9/1/14								
6.20	Activity 6.20: Evaluate comprehensive guidance system, including counseling assistants corps and professional development series	College & Career Readiness Project Manager	9/1/14	9/30/15								
6.20.1	Task : Revise formative evaluation plan as needed	College & Career Readiness Project Manager, Evaluation Manager	9/1/14	12/31/14								
6.20.2	Task: Conduct formative evaluation of Counselors Assistant Corps in order to ensure guidance counselor system alignment between vendor services is strengthening districts capacity through the comprehensive guidance service delivery model	College & Career Readiness Project Manager, Evaluation Manager	1/1/15	3/31/15								
6.20.3	Task: Conduct formative evaluation of professional development series	College & Career Readiness Project Manager, Evaluation Manager	1/1/15	3/31/15								
6.20.4	Task: Share results of both evaluations with advisory group, vendors and other stakeholders	College & Career Readiness Project Manager, Advisory Team, vendors	4/1/15	6/30/15								
6.20.5	Task: Review evaluation data from year 3 to inform for year 4 planning/strategizing	College & Career Readiness Project Manager, Technical Advisor and Advisory Team	7/1/15	9/30/15								
6.20.6	Task: Present evaluation report findings to Executive Committee	College & Career Readiness Project Manager and Executive Committee	7/1/15	9/30/15								

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6.20.7	<i>Deliverable: Year 3 formative evaluation report</i>	<i>College & Career Readiness Project Manager</i>	6/30/15	6/30/15								
6.20.8	<i>Milestone: Year 3 formative evaluation process complete</i>	<i>College & Career Readiness Project Manager</i>	6/30/15	6/30/15								
6.21	Activity 6.21: Report results and share data for performance and outcomes measurement	College & Career Readiness Project Manager	7/1/15	9/30/15								
6.21.1	Task: Analyze student performance data	College & Career Readiness Project Manager and Technical Advisor	7/1/15	9/30/15				Annual RTT outcome reporting				
6.21.2	Task: Review year 3 student performance measure to inform year 4 planning/strategizing and midcourse corrections	College & Career Readiness Project Manager, Technical Advisor and Advisory Team	7/1/15	9/30/15								
6.21.3	Task: Present performance report findings to Executive Committee	College & Career Readiness Project Manager and Executive Committee	7/1/15	9/30/15								
6.21.4	<i>Deliverable: Year 3 performance report</i>	<i>College & Career Readiness Project Manager</i>	9/30/15	9/30/15								
6.21.5	<i>Milestone: Year 3 performance reporting complete</i>	<i>College & Career Readiness Project Manager</i>	9/30/15	9/30/15								
6.22	Activity 6.22: Convene stakeholders and hold 3rd summer High School & Beyond Leadership Institute to report on year 3 results and inform Year 4 Project 6 implementation	Technical Advisor	4/1/15	9/30/15								
6.22.1	Task: Work with Advisory Team to design Leadership Institute agenda, including planning activities and speakers	Advisory Team, Technical Advisor, college access networks	4/1/15	6/30/15					Contractual			
6.22.2	Task: Work with districts to recruit counselor/district staff teams and Road Map partners to participate in Leadership Institute	Advisory Team, Technical Advisor, college access networks	4/1/15	6/30/15					Contractual			
6.22.3	Task: Solicit feedback from stakeholders on guidance service delivery model, including professional development series and Counseling Assistant Corps	College & Career Readiness Project Manager	7/1/15	9/30/15								
6.22.4	Task: Based on feedback, evaluation and data results, make adjustments to guidance service delivery model, including professional development series and Counseling Assistant Corps as necessary	College & Career Readiness Project Manager	7/1/15	9/30/15								
6.22.5	<i>Deliverable: Leadership Institute held</i>		9/30/15	9/30/15								
6.23	Activity 6.23: Finalize professional development implementation plan for training system	College & Career Readiness Project Manager	7/1/15	9/30/15								
6.23.1	Task: Based on feedback, evaluation and data results, make adjustments to guidance service delivery model, including professional development series and Counseling Assistant Corps as necessary	College & Career Readiness Project Manager	7/1/15	9/30/15					Personnel and Contractual			
6.23.2	Task: Map out professional development series for year 4	College & Career Readiness Project Manager, Advisory Team, Technical Advisor	7/1/15	9/30/15					Personnel and Contractual			

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6.23.3	Task: Identify priority cohorts for district consortium professional development (year 4)	College & Career Readiness Project Manager, Advisory Team, Counseling Assistant Vendor	7/1/15	9/30/15								
6.23.4	Task: Revise and renew professional development series vendor contracts	College & Career Readiness Project Manager	7/1/15	9/30/15								
6.23.5	Task: Finalize professional development series for year 4	College & Career Readiness Project Manager and Advisory Team	7/1/15	9/30/15					Personnel and Contractual			
6.23.6	Task: Finalize professional development attendees (Cohort 3)	College & Career Readiness Project Manager and Advisory Team	7/1/15	9/30/15					Contractual and supplies	Updated cost of contracts related to the P6 project	Allows for more school staff to participate in professional development cohorts to ensure outcomes and systems change in schools	Strengthens activities and performance measures-6.8.5
6.23.7	Task: Formalize communication plan	College & Career Readiness Project Manager	7/1/15	9/30/15								
6.23.8	Milestone: Preparation for professional development series complete	College & Career Readiness Project Manager	9/30/15	9/30/15								
6.23.9	Deliverable: Revised regional timeline and service model revised	College & Career Readiness Project Manager	9/30/15	9/30/15								
6.23.10	Milestone: Rollout Year 4 district consortium professional development workshop series	College & Career Readiness Project Manager	9/30/15	9/30/15								
6.24	Activity 6.24: Finalize Counseling Assistants Corps implementation plan and revise counseling assistant corps vendor contract	College & Career Readiness Project Manager and Counseling Assistant Corps Program Director	7/1/15	9/30/15								
6.24.1	Task: Using feedback from districts and data, identify priority year 4 (phase 3) schools	College & Career Readiness Project Manager, Counseling Assistant Corps Program Director and Advisory Team	7/1/15	9/30/15			Districts will identify priority/phase 1 schools		Contractual	Updated cost of contracts	Reduced overall CA Corps to allow for more school staff to receive professional development	Strengthens activities and performance measures. 6.11.1
6.24.2	Task: Conduct meetings between identified schools and Counseling Assistants Program Director to further define partnership and tasks to be performed by Counseling Assistants	Counseling Assistants Program Director	7/1/15	9/30/15								
6.24.3	Task: Create MOUs between schools identified for year 4 (phase 3) and Counseling Assistant Corps Vendor outlining Counselor Assistant work and school and vendor responsibilities	Counseling Assistants Program Director	7/1/15	9/30/15								

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6.24.4	Task : Formalize implementation plan for year 4 (phase 3), ensure alignment between district professional development training series and counselor assistant support	College & Career Readiness Project Manager, Counseling Assistant Corps Program Director	7/1/15	9/30/15								
6.24.5	Task: Update contract with counselor assistant vendor	RTT Director	7/1/15	9/30/15					Contractual			
6.24.6	Task: Present updated contract to Executive Committee for approval	RTT Director and Executive Committee	7/1/15	9/30/15								
6.24.7	<i>Deliverable: Consortium/vendor MOU, with phasing plan, detailed budget and expected outcomes</i>	<i>College & Career Readiness Project Manager, Counseling Assistants Program Director</i>	9/1/15	9/1/15								
6.24.8	<i>Milestone: Priority year 4 (phase 3) high schools identified with feeder middle schools aligned for 8th/9th grade transition support</i>	<i>Counseling Assistants Program Director</i>	9/1/15	9/1/15								
6.24.9	<i>Milestone: Prepared for year 4 (phase 3) rollout</i>	<i>Counseling Assistants Program Director</i>	9/1/15	9/1/15								
6.25	Activity 6.25: Year 4 (phase 3) placement Counseling assistant Corps support to district consortium	Counseling Assistant Corps Program Director	9/1/15	9/30/16								
6.25.1	Task : Rollout counseling assistant supports to year 4 (phase 3) schools	Counseling Assistant Corps Program Director	9/1/15	12/31/15					Contractual			
6.25.2	Task: Year 4 (phase 3) counseling corps implementation: Fall activities could include career exploration, campus visits, college knowledge lessons, etc.	Counseling Assistant Corps Program Director	9/1/15	12/31/15								
6.25.3	Task: Year 4 (phase 3) counseling corps implementation: Winter activities could include applying to college, searching for scholarships, completing FAFSA, etc.	Counseling Assistant Corps Program Director	1/1/16	3/31/16								
6.25.4	Task: Year 4 (phase 3) counseling corps implementation: Spring activities could include course planning, creating/updating of High School and Beyond Plan, preparing for postsecondary enrollment, etc.	Counseling Assistant Corps Program Director	4/1/16	6/30/16								
6.25.5	Task: Review plan and make adjustments based on evidence about program implementation	Counseling Assistant Corps Program Director	7/1/16	9/30/16								
6.25.6	<i>Milestone: Counseling Assistant Corps is placed</i>	<i>Counseling Assistant Corps Program Director</i>	9/1/15	9/1/15								
6.26	Activity 6.26: Evaluate comprehensive guidance system, including counseling assistants corps and professional development series	College & Career Readiness Project Manager	9/1/15	9/30/16								
6.26.1	Task: Revise formative evaluation plan as needed	College & Career Readiness Project Manager, Evaluation Manager	9/1/15	12/31/15								
6.26.2	Task: Conduct formative evaluation of counselors assistants corps in order to ensure guidance counselor system alignment between vendor services is strengthening districts capacity through the comprehensive guidance service delivery model	College & Career Readiness Project Manager, Evaluation Manager	1/1/16	3/31/16								

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6.26.3	Task: Conduct formative evaluation of professional development series	College & Career Readiness Project Manager, Evaluation Manager	1/1/16	3/31/16								
6.26.4	Task: Share results of both evaluations with advisory group, vendors and other stakeholders	College & Career Readiness Project Manager, Advisory Team, vendors	4/1/16	6/30/16								
6.26.5	Task: Review year 4 evaluation data for final 4 months of year 4 planning/strategizing	College & Career Readiness Project Manager and Advisory Team	7/1/16	9/30/16								
6.26.6	Task: Present evaluation report findings to Executive Committee	College & Career Readiness Project Manager and Executive Committee	7/1/16	9/30/16								
6.26.7	<i>Deliverable: Year 3 formative evaluation report</i>	<i>College & Career Readiness Project Manager</i>	6/30/16	6/30/16								
6.26.8	<i>Milestone: Year 4 formative evaluation process complete</i>	<i>College & Career Readiness Project Manager</i>	6/30/16	6/30/16								
6.27	Activity 6.27: Report results and share data for performance and outcomes measurement	College & Career Readiness Project Manager	7/1/16	9/30/16								
6.27.1	Task: Analyze student performance data	College & Career Readiness Project Manager and Technical Advisor	7/1/16	9/30/16				Annual RTT outcome reporting				
6.27.2	Task: Review year 3 student performance measure to inform year 4 planning/strategizing and midcourse corrections	College & Career Readiness Project Manager, Technical Advisor and Advisory Team	7/1/16	9/30/16								
6.27.3	Task: Present evaluation report findings to Executive Committee	College & Career Readiness Project Manager and Executive Committee	7/1/16	9/30/16								
6.27.4	<i>Deliverable: Year 3 performance report</i>	<i>College & Career Readiness Project Manager</i>	9/30/16	9/30/16								
6.27.5	<i>Milestone: Year 3 performance reporting complete</i>	<i>College & Career Readiness Project Manager</i>	9/30/16	9/30/16								
6.28	Activity 6.28: Finalize Counseling Assistant Corps implementation plan and revise counseling assistant corps vendor contract	College & Career Readiness Project Manager and Counseling Assistant Corps Program Director	7/1/16	9/30/16								
6.28.1	Task: Confirm with Consortium districts that Year 4 (phase 3) schools will continue to partner with Counseling Assistants during fall 2016-- Year 4 (phase 4)	College & Career Readiness Project Manager, Counseling Assistant Corps Program Director, Consortium Districts and Advisory Team	7/1/16	9/30/16			Districts will identify priority/phase 1 schools		Contractual	Updated cost of contracts	Reduced overall CA Corps to allow for more school staff to receive professional development	Strengthens activities and performance measures. See 6.11.1
6.28.2	Task: Conduct meetings between schools and Counseling Assistants Program Director to further define partnership and tasks to be performed by Counseling Assistants	Counseling Assistants Program Director	7/1/16	9/30/16								

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6.28.3	Task: Renew MOUs between schools and Counseling Assistant Corps Vendor outlining Counselor Assistant work and school and vendor responsibilities	Counseling Assistants Program Director	7/1/16	9/30/16								
6.28.4	Task : Update contract with counselor assistant vendor	RTT Director	7/1/16	9/30/16					Contractual			
6.28.5	Task: Present updated contract to Executive Committee for approval	RTT Director and Executive Committee	7/1/16	9/30/16								
6.28.6	<i>Deliverable: Consortium/vendor MOU, detailed budget and expected outcomes</i>	College & Career Readiness Project Manager, Counseling Assistants Program Director	9/30/16	9/30/16								
6.28.7	<i>Milestone: Prepared for year 4 (phase 4) rollout</i>	Counseling Assistants Program Director	9/30/16	9/30/16								
6.29	Activity 6.29: Year 4 (phase 4) placement Counseling Assistant Corps support to district consortium	Counseling Assistants Program Director	9/1/16	12/31/16								
6.29.1	Task: Rollout counseling assistant supports to year 4 (phase 4) schools	Counseling Assistant Corps Program Director	9/1/16	12/31/16					Contractual			
6.29.2	Task: Year 4 counseling corps implementation: Fall activities could include career exploration, campus visits, college knowledge lessons, etc.	Counseling Assistant Program Corps Director	9/1/16	12/31/16								
6.29.3	<i>Milestone: Counseling Assistant Corps is placed</i>	Counseling Assistant Corps Program Director	9/1/16	9/1/16								