**Task 7: Timeline**

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HMSV 440W: Program, Development, Implementation, & Funding

March 17, 2024

**Timeline**

To Do:

* April 1
	+ Meeting scheduled with Grace Aguilar (Executive Director) and Hayley Jones (Program Director – Greater Lynchburg) to discuss the evaluation.
		- Talking Points:
			* The evaluation will take about approximately three weeks to complete.
			* Stakeholder involvement will be at a medium level. I would appreciate their feedback on survey questions and assistance in sending out the surveys to program participants and parents who would like to be involved.
			* Also, I will need five coaches who would like to participate in 30-minute interviews.
* April 2 – 4
	+ Email Hayley Jones survey/interview questions for review and receive feedback to make appropriate changes.
* April 5
	+ Email participant and parent surveys to Hayley Jones to send to parents/caregivers.
* April 8 – 9
	+ 10:00 AM – 4:30 PM Interviews
		- 10:30 AM Staff Interview 1
		- 11:30 AM Staff Interview 2
		- 12:30 PM Staff Interview 3
		- 1:30 PM Staff Interview 4
		- 2:30 PM Staff Interview 5
		- 3:00 PM – 4:00 PM – Collect returned surveys from Hayley
* April 10 – 18
	+ Collect any additional surveys
	+ Organize and analyze data
	+ Complete findings and discuss with GOTR Executive Director and Greater Lynchburg Director
	+ Send Thank You cards.