DELIVERABLES	**END of January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**
[description of meeting]	Workshop will consist of: Initial Planning Conference (overview of project, analyze learners, gauge drivers and barriers)	Workshop will consist of: Continuation of analysis including developing learning objectives for the course. It may also include developing survey to preservice and COMET teachers.	Workshop will consist of: Determining what particular content will be presented and in what order. Start collecting instructional materials to use as content, including survey results, if done.	Workshop will consist of: Determining what instructional medium will be used and how learners will be grouped.	Workshop will consist of: Storyboard development and design and functionality of interface.	Workshop will consist of: Development of first lesson.	Workshop will consist of: Formative evaluation of first lesson and development of second lesson.	Workshop will consist of: Formative evaluation of second lesson and development of third lesson.	Workshop will consist of: Formative evaluation of third lesson and development of fourth lesson or other items as necessary.	Workshop will consist of: completion of courseware and Summative evaluation.	Workshop will consist of: evaluating results of summative evaluation and writing recommendations for future action.	
Analysis	Deliverable 1: Letter of Intent to TKF	Deliverable 1: Statement on how we will approach the issue of accreditation for CEU										
	Deliverable 2: Results of first workshop	Deliverable 2: List of learning objectives for course on providing middle/HS teachers with tools to prevent violence in the classroom										
	Deliverable 3: Draft timeline											
Design			Deliverable 1: Instructional design strategy of content	Deliverable 1: Media/delivery selection recommended per learning segment	Deliverable 1: Storyboard							
			Deliverable 2: Diagram showing the order that the pieces of instruction should occur		Deliverable 2: Test questions to evaluate successful completion of course							
Development						Deliverable 1: Lesson plan, if applicable	Deliverable 1: Second lesson	Deliverable 1: Third lesson				
						Deliverable 2: Trainee guide, if applicable	Deliverable 2: First lesson revised using results of formative evaluation using teachers	Deliverable 2: Second lesson revised using results of formative evaluation using teachers	Deliverable: Either fourth lesson or tests and finalize teacher lesson plans and trainee guides, as appropriate.			
						Deliverable 3: First lesson						
Implementation										Deliverable 1: Deliver completed courseware.		
Evaluation											Deliverable 1: Results of summative evaluation of courseware by teachers	
											Deliverable 2: Suggestions for revisions or next project	

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