

UIC



UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

Needs Assessment Project High Level Calendar

Updated on 2/1/07

Send additions/corrections to David Byers, Project Director, davbyers@uillinois.edu

December 06

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
November 27	28	29	30	December 1	2	3
4	5	6	7	8	9	10
			Focus group dates set for each Campus	Advisory Team meeting to pilot approach for focus groups		
11	12	13	14	15	16	17
Initial question set developed for Focus Groups		UIS Focus Groups – Total of 18 VPA employees attended in two groups (management and staff)				
18	19	20	21	22	23	24
	UIIC Focus Groups – VPA employees attended in two groups (management and staff)	UIUC Focus Groups – VPA employees attended in six groups (3 management and 3 staff)				
25	26	27	28	29	30	31
Campus Holiday	Campus Holiday	Reduced Day	Reduced Day	Campus Holiday		

January 07

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
January 1	2	3	4	5	6	7
Campus Holiday						
8	9	10	11	12	13	14
Review Focus Group data and Develop questions for Online Survey starts this week Development of Project Web site this week						
15	16	17	18	19	20	21
Campus Holiday	Review Focus Group data and Develop questions for Online Survey continues Development of Project Web site continues this week		Graduate Student Interns from Colleges of Business, Communication and Education join Project Team			
22	23	24	25	26	27	28
Review Focus Group data and Develop questions for Online Survey continues						
29	30	31	February 1	2	3	4
Launch Project Web Site	Status Update to VPA Leadership Team					

February 07

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
January 29	30	31	February 1	2	3	4
5	6	7	8	9	10	11
				Review of Online Survey by LAS (survey service) Update project web site		
12	13	14	15	16	17	18
				Pilot of Online Survey with 100 Focus Group participants starts Update project web site		
19	20	21	22	23	24	25
Prepare for launch of survey to all VPA employees		Status Update to VPA Leadership Team, including review of Online Survey		Update project web site		
26	27	28	March 1	2	3	4
	Online Survey announced to VPA employees					

March 07

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
February 26	27	28	March 1	2	3	4
			Launch of Online Survey to all VPA employees			
5	6	7	8	9	10	11
Online Survey data collected from VPA employees this week Data analysis in parallel with data collection				Update project web site		
12	13	14	15	16	17	18
Online Survey data collected from VPA employees continues this week Data analysis in parallel with data collection		Identify VPA employees for follow-up interviews		Update project web site		
19	20	21	22	23	24	25
<i>Complete analysis of survey results this week</i> <i>Identify quick wins and longer-term recommendations</i>		Develop questions for follow-up interviews		Update project web site		
26	27	28	29	30	31	April 1
Start follow-up interviews				Update project web site		

April 07

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
March 26	27	28	29	30	31	April 1
2	3	4	5	6	7	8
Follow-up interviews/ analysis of interviews continue this week				Update project web site		
9	10	11	12	13	14	15
Follow-up interviews/ analysis of interviews continue this week				Update project web site		
16	17	18	19	20	21	22
Analysis of follow-up interviews finalized this week		Review by Advisory Team		Update project web site		
23	24	25	26	27	28	29
				Complete analysis of data		
30				Complete documentation of conclusions and recommendations		

May 07

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
April 30	May 1	2	3	4	5	6
		Schedule presentation to VPA Leadership Team				
7	8	9	10	11	12	13
		Review by Advisory Team		Update project web site		
14	15	16	17	18	19	20
Develop presentation for VPA Leadership Team						
21	22	23	24	25	26	27
Presentation to VPA Leadership Team this week as scheduled				Update project web site		
28	29	30	31	June 1	2	3