

Project Plan Format for Chapter 2007-216, Laws of Florida

	Action Step	Tasks	Start Date	End Date	Accountable Subcommittee	Accountable Team Members	Status (Date TBA)
1	Co-Chairs via phone	1.1 To discuss committee list and meeting time	7/17/2007	7/17/2007	Curriculum Review Committee	Pam Smith and Frank Fuller	completed on 7/17
2	Co-Chairs	1.1 To discuss next steps and date for meeting	8/9/2007	8/9/2007	Curriculum Review Committee	Pam Smith and Frank Fuller	completed on 8/9
3	Co-Chairs to meet on 8/15 to review SB 1232 and to establish agenda and plan for first committee meeting on 9/7/07	1.1 Outline Committee tasks and develop an agenda and plan for first committee meeting	8/15/2007	8/15/2007	Curriculum Review Committee	Pam Smith and Frank Fuller	completed 8/15
4	Co-chairs to work with JR Sheets in the Office of Articulation on a first draft matrix sample for the curriculum review committee meeting discussions	Develop agenda plans for the 8/28 committee meeting to include a sample course code directory matrix/business rules	8/16/2007	8/28/2007 and ongoing based on curriculum review committee discussions	Curriculum Review Committee	Pam Smith and Frank Fuller	
	Co-Chairs to notify Curriculum Review Committee of save the date for 8/28 pending approval of committee by Agency for Workforce Innovation Board	Notice sent to committee to save the date for 8/28/2007	8/21/2007	8/21/2007	Curriculum Review Committee	Pam Smith and Frank Fuller	completed 8/21
	Co-Chairs to notify committee of status of committee approvals from the Agency for Workforce Innovation Board	Notice to committee members of approval status from the Agency for Workforce Innovation Board	8/22/2007	8/22/2007	Curriculum Review Committee	Pam Smith and Frank Fuller	

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	<p>Curriculum Review Committee to meet on 8/28 to review requirements from SB 1232 and to establish plan for curriculum review process</p>	<p>1.1 To establish timeline for curriculum review process 1.2 To develop process for review of proposed core K-12 courses 1.3 To review proposed subject areas names for approval 1.4 To determine adequate number from each core subject area 1.5 To discuss process for electronic review of proposed courses 1.6 To discuss process for electronic review 1.7 To discuss process for approving/denying proposed courses 1.8 To discuss Appeals Process</p>	<p>8/28/2007</p>	<p>8/28/2007</p>	<p>Curriculum Review Committee</p>	<p>Pam Smith and Frank Fuller</p>	
	<p>Curriculum Review Committee to meet to continue work on plan for curriculum review and appeals process</p>	<p>To continue work on developing process for course approvals, entry into the course code directory, and appeals.</p>	<p>9/7/2007</p>	<p>9/7/2007</p>	<p>Curriculum Review Committee</p>	<p>Pam Smith and Frank Fuller and Curriculum Review Committee</p>	