**TASK:** **Develop a Master Schedule Time Line for your Site/District**

Each District and/or Site Master Scheduling Team should develop a detailed master schedule timeline to guide your process. **Using the examples provided** from Sacramento, California; Vallejo, California; Chicago, Illinois, and West Virginia as well as other examples you have or discover on-line, **work with your team to develop a basic Master Schedule Time Line.**

**Materials:**

Stage 1 Resource: Samples of Master Schedule Timelines

NOTE: In each Stage of the Master Schedule Process, you can find a document in the Tasks folder that provides a **detailed overview and timeline** for the particular stage. These stage-specific timelines will be helpful to you in this work.

School/District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MASTER SCHEDULE TIME LINE**

*(Note: See also the S1\_Action\_Planning Template in the Tools section for Stage One. This includes: What will be done, how (action steps), by whom, who else on team involved, who needs to be influenced, when (time frame, completion date), and evidence of success, plus space for comments. Choose a template that works for your team or develop a timeline format of your own. Be sure to develop a robust timeline as this is an important aspect of exquisite planning.*

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| **Timeframe and Completion Date/s** | **Task/Action Steps** | **Who is responsible, including name of person with primary responsibility for the task and the names of others involved** |
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