



Time Line

Tasks	1	2	3	4	5	6	7	8	9	10	11	12
<i>Planning</i>												
Identify student needs	X											
Assign/hire prg. Coordinator		X										
Form advisory committee		X										
Set program goals		X	X									
Develop program forms			X	X								
<i>Mentor recruitment & selection</i>												
Identify potential sources		X	X	X								
Develop public relations material		X	X									
Make contacts, mail p.r. info		X	X	X	X							
Follow-up all sources				X	X							
Interview and screen mentors				X	X	X						
<i>Student Selection</i>												
Develop criteria for student selection			X									
Determine students meeting criteria				X	X							
Contact parents/solicit permission						X	X	X				
<i>Orientation and Training</i>												
Identify trainers			X									
Conduct training with:												
Staff				X	X							
Mentors												
<i>Matching</i>												
Develop Criteria				X								
Match mentors and students					X	X	X					



	13	14	15	16	17	18	19	20
<i>Mentor/Student Activities</i>								
Hold orientation meeting	X							
Group status discussion				X				
Presentation to peers of projects								X
<i>Ongoing Maintenance/Support</i>								
Conduct regular mentor only mtgs.				X			X	
Hold recognition ceremony can include parents								X
<i>Evaluation</i>								
Review mentor/student relationships					X			X
Review projects				X		X		X