

**\*\*\*ENTER PROJECT NAME HERE\*\*\***

**CAPE Projects Lifecycle - 3 Months**

<b>MILESTONE</b>	<b>TIME FROM PROJECT</b>	<b>DATE DUE</b>	<b>NOTES</b>
<b>Contract</b>	T-14 weeks		For non-MOU/School Based Projects Only
<b>Project Initiation</b>	T-12 weeks		
<b>Project Material Due to CAPE</b>	T-10 weeks		All cases, checklists, post encounters, learner instructions and EMS Report & Video Inake Form to CAPE from client
<b>Material Review by CAPE</b>	T-9 weeks		
<b>Recruitment</b>	T-8 to 10 weeks		
<b>EMS Initiation</b>	T-8 weeks		PC HANDS OFF EMS MATERIAL TO IT ON THIS DATE; Enter cases, checklists, etc. into EMS; Return to PC for review
<b>Faculty Mock</b>	T-6 weeks		No <b>major</b> changes to material will be accepted after the faculty mock <i>If major changes are necessary, we will need to discuss consequences and possible rescheduling of session(s)</i>
<b>Training Preparation</b>	T-5.5 weeks		
<b>*Training</b>	T-5 weeks		<b>Only minor</b> changes will be accepted after SP training (ex: wording, weights, spelling, add/sub response, instructions)
<b>Material Modifications</b>	T-4 weeks		PC HANDS OFF any EMS material modifications to IT
<b>EMS Session Submission</b>	T-4 weeks		PC sends schedule with SP rotation to IT
<b>MOCK Prep</b>	T-3.5 weeks		
<b>SP Mock Session</b>	T-3 weeks		
<b>Final Orion Modifications</b>	T-2.5 weeks		<b>NO changes</b> to EMS material and schedules after the SP mock
<b>Build EMS Sessions</b> <i>Finalize recruitment</i>	T-2 weeks		IT team emails back the schedules for PC to review
<b>Session Material Prep</b> <i>Final material changes to SPs</i>	T-1 week		
<b>Session Room Setup</b> <i>30 to 60 min SP brief prior to session</i>	T-1 day or day of		
<b>Session Execution</b>	T		
<b>Session Scoring and Reprting</b>	T+2 weeks		
<b>Project Billing and Invoicing</b>	T+2 weeks		
<b>Project Wrap-up</b> <i>Client Debrief</i>	T+2 weeks		

\*\*Milestones are the initiation of the activity except where it says "Due"

PC = Project Coordinator