| *Activity* | *Criteria for Success (Specific, measurable time bound goals)* | *Timeline* | *Benchmarks* | *Lead* | *Target Dates* | *Status* |
| --- | --- | --- | --- | --- | --- | --- |
| Ex. Identify potential collaborators to aid in dissemination  | *By December 1, we will gain the commitment of at least one collaborator with the additional resources (specifically 1k in funding and .5 staffing) to help facilitate the development of a family resource center at our partner school by spring of 2017.* | November-December | Conduct a stakeholder inventory for potential collaborators (collaborators including funding agency, universities, other organizations, other individual collaborators)  | Coordinator of Marketing and Outreach | 11/1/16 |  |
| Contact potential collaborator, identify shared goals and resources | Director of Marketing and Outreach | 11/7/16 |  |
| Sign MOU with collaborator  | CEO | 11/29/16 |  |
| Revisit dissemination goal(s) to ensure that they are shared between collaborators | Coordinator of Marketing and Outreach | 12/1/16 |  |
|  |  |  |  |  |  |  |
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