

Formal Review Launch Stage: Timeline and Deliverable Template

Sponsoring Organization (SO)			
Stage	Timeframe	Formal Review Step or Activity	SO's Deliverables
Launch	Month 1	DESE notifies SO of its review timeline	<input type="checkbox"/> Appoint review designee <input type="checkbox"/> Confirm timeline for the review
	Month 5	SO completes Launch Worksheet	<input type="checkbox"/> Complete Launch Worksheet <input type="checkbox"/> Complete Needs Assessments or High Needs Affidavit
	Month 6	Formal Review Cohort Launch Session	<input type="checkbox"/> Attend session (review designee and up to five team members)
	Month 7	Technical Assistance Call 1: Program Overview and Required Documents	<input type="checkbox"/> Participate in virtual meeting (scheduled with DESE Specialist)
	Month 11	SO submits Program Overview, Artifacts, and Required Materials	<input type="checkbox"/> Complete Program Overview Worksheet <input type="checkbox"/> Compile and submit required documents and candidate artifacts
Initial Inquiry	Month 9	Technical Assistance Call 2: Initial Inquiry Overview	<input type="checkbox"/> Participate in virtual meeting (scheduled with DESE Specialist)
	Months 9-12	Stakeholder Surveys Open	<input type="checkbox"/> Recruit stakeholders to participate in surveys
	Month 13	Focus Group and Interview Days (1-4 days)	<input type="checkbox"/> Complete formal review schedule <input type="checkbox"/> Recruit stakeholders to participate in focus groups and interviews <input type="checkbox"/> Confirmation of recruitment, list of anticipated participants <input type="checkbox"/> Facilitate Welcome Meeting
Follow-Up Inquiry	Month 14	Technical Assistance Call 3: Follow-Up Inquiry Overview	<input type="checkbox"/> Participate in virtual meeting (scheduled with DESE Specialist)
	Months 14-19	SO completes Targeted Submission and compiles requested documents	<input type="checkbox"/> Complete Targeted Submission worksheets <input type="checkbox"/> Compile and submit requested documents or artifacts
Determination	Month 19-21	Reviewer work time	<input type="checkbox"/> Remain available by email for clarifying questions from review team
	Month 23	DESE issues Factual Accuracy draft report	<input type="checkbox"/> Identify factual inaccuracies in draft report
	Month 24	DESE issues Final Approval Status and Report	<input type="checkbox"/> Complete Formal Review Feedback Survey <input type="checkbox"/> Verify approval updates shown in profiles