

## Formal Review Timeline and Deliverable Template

Sponsoring Organization (SO)		
Stage	Timeframe	Formal Review Step or Activity
Launch	Month 1	DESE notifies SO of its review timeline <ul style="list-style-type: none"> <li><input type="checkbox"/> After notification: Appoint review designee</li> <li><input type="checkbox"/> After notification: Confirm timeline for the review</li> </ul>
	Month 5	<b>Technical Assistance Call 1: Launch Worksheet, High Needs Assessments/Affidavits/Expiration Letters, Literacy Coursework Crosswalk</b> <ul style="list-style-type: none"> <li>DESE specialist will schedule virtual meeting</li> </ul> <b>After TA Call 1, start working on:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Launch Worksheet</li> <li><input type="checkbox"/> High Needs Assessments, Affidavits, and Expiration Letters (if applicable)</li> <li><input type="checkbox"/> Literacy Coursework Crosswalk (if applicable)</li> </ul> <b>Due date:</b>
	Month 6	Formal Review Cohort Launch Session <ul style="list-style-type: none"> <li>Review designee and up to 5 team members attend session.</li> </ul>
	Month 7	<b>Technical Assistance Call 2: Program Overview and Required Documents</b> <ul style="list-style-type: none"> <li>DESE specialist will schedule virtual meeting</li> </ul> <b>After TA Call 2, start working on:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Program Overview</li> <li><input type="checkbox"/> Candidate Artifacts</li> <li><input type="checkbox"/> Required Documents</li> <li><input type="checkbox"/> Coordination with DESE on early literacy course observation</li> </ul> <b>Due date:</b>
Initial Inquiry	Month 8	<b>Technical Assistance Call 3: Initial Inquiry Overview</b> <ul style="list-style-type: none"> <li>DESE specialist will schedule virtual meeting</li> </ul> <b>After TA Call 3, start working on:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Approving or modifying schedule in Initial Inquiry Workbook</li> </ul> <b>Due date:</b>

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	Month 9	<p>DESE approves focus group and interview day schedule and sends survey links</p> <p><b>After DESE approval, start working on:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Survey recruitment</li> <li><input type="checkbox"/> Focus group recruitment</li> </ul> <ul style="list-style-type: none"> <li>• Please note: It is the SO's responsibility to recruit participation in surveys and focus groups</li> </ul> <p><b>As recruitment progresses, start working on:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of recruitment</li> <li><input type="checkbox"/> List of anticipated focus group participants</li> </ul> <p><b>Evidence of recruitment and list of anticipated focus group participants due date:</b></p> <p><b>Survey close date:</b></p>
	Month 12	<p>DESE closes stakeholder surveys and does completeness check of submitted materials, follows up with SO on any missing materials</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SO responds to completeness check with additional/revised materials</li> </ul> <p><b>Due date:</b></p>
	Month 13	<p>Welcome Meeting, Focus Group, and Interview Days (1-4 days)</p> <ul style="list-style-type: none"> <li>• Welcome meeting facilitated by SO</li> <li>• Stakeholders participate in focus groups and interviews</li> </ul>
Follow-Up Inquiry	Month 14	<p><b>Technical Assistance Call 4: Follow-Up Inquiry Overview</b></p> <ul style="list-style-type: none"> <li>• DESE specialist will schedule virtual meeting</li> </ul> <p><b>After TA Call, start working on:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Targeted submission</li> <li><input type="checkbox"/> Requested documents or artifacts</li> </ul> <p><b>Due date:</b></p>
	Month 19	<p>DESE does completeness check of submitted materials, follows up with SO on any missing materials within 5 business days</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SO responds to completeness check with additional/revised materials</li> </ul> <p><b>Due date:</b></p>
Determination	Month 23	<p>DESE issues Factual Accuracy draft report</p> <p><b>After receiving Factual Accuracy draft report, start working on:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying any factual inaccuracies in draft report</li> </ul> <p><b>Due date:</b></p>

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	Month 24	<p>DESE issues Final Approval Status and Report</p> <p><b>After receiving Final Approval Status and Report, start working on:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Formal Review Feedback Survey</li><li><input type="checkbox"/> Verifying approval updates shown in profiles</li></ul> <p><b>Due date:</b></p>
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