

Laney College EMP – Project Timeline **DRAFT**

	Name	Duration	Start	Finish	Qtr 4, 2015			Qtr 1, 2016			Qtr 2, 2016			
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1	<input type="checkbox"/> Internal Environmental Scan	17d?	02/24/2016	03/17/2016										
2	Conduct Internal Scan research	13d?	02/24/2016	03/11/2016										
3	Send draft Internal Scan to committee	1d?	03/17/2016	03/17/2016										
4	<input type="checkbox"/> External Environmental Scan	15d?	02/26/2016	03/17/2016										
5	Conduct External Scan research	11d?	02/26/2016	03/11/2016										
6	Send draft External Scan to committee	1d?	03/17/2016	03/17/2016										
7	Project Kickoff	1d?	03/03/2016	03/03/2016										
8	Data Gathering	9d?	03/03/2016	03/15/2016										
9	<input type="checkbox"/> Campus Survey	12.5d?	03/09/2016	03/25/2016										
10	Launch survey (date might change to after break)	8d?	03/09/2016	03/18/2016										
11	Send survey findings to committee	0.5d?	03/25/2016	03/25/2016										
12	<input type="checkbox"/> Campus Interviews	4d?	03/16/2016	03/21/2016										
13	Conduct on campus interviews	1d?	03/16/2016	03/16/2016										
14	Send interview summary to committee	1d?	03/21/2016	03/21/2016										
15	<input type="checkbox"/> Future Space Needs Quantification	18d?	03/16/2016	04/08/2016										
16	Enrollment Management profile	18d?	03/16/2016	04/08/2016										
17	Analyze space utilization/growth forecast	15.25d?	03/18/2016	04/08/2016										
18	Forecast future space needs	5d?	04/04/2016	04/08/2016										
19	Send analysis to committee	1d?	04/08/2016	04/08/2016										
20	Spring Break	5d?	03/21/2016	03/25/2016										
21	<input type="checkbox"/> Develop 5-Year College Goals	6d?	04/08/2016	04/15/2016										
22	On Campus goal-setting workshop	1d?	04/08/2016	04/08/2016										
23	Send draft goals to committee for comment	1d?	04/11/2016	04/11/2016										
24	Send draft goals to college for comment	1d?	04/15/2016	04/15/2016										
25	<input type="checkbox"/> Review of EMP by campus	20d?	04/22/2016	05/19/2016										
26	Send complete EMP draft to college	15d?	04/22/2016	05/12/2016										
27	Send final EMP draft to college	1d?	05/19/2016	05/19/2016										