

Appendix A-1 Yearly Project Schedule

The following project schedule is dictated by the initiative start date, which is invariable each year.

Intake Data Collection	
Survey and Introduction E-mail from Instructors	March wk 4
Survey Reminder from SBA District Office	April wk 2
Program Start	April wk 3
Survey Complete	April wk 4
Feedback Data Collection	
Program End	November wk 1
Survey and Introduction E-mail from Program Administrator	November wk 1
Survey Thank you's	November wk 1-3
Survey Complete	November wk 3
Follow-up Collection (For previous 3 cohorts)	
Survey Invitation E-mail from SBA/Administrators	April wk 3
Survey and Introduction E-mail from Program administrator	April wk 4
Survey Reminders	May wk 2,3
Survey Thank you's	April wk 4 - May wk 4
Survey Complete	June wk 1
Reporting	
Preliminary Intake Report	June wk 4
Performance Report (1 cohort)	September wk 1
Follow-up Report (3 cohorts)	November wk 1