

## FELTP Project Planning Checklist

	Task	Contact Person	Start Date	Due Date
<b>Program Planning</b>	1. Develop Program Goals and Objectives			
	2. Agree on Competencies			
	3. Address Certification of Graduates			
	4. Determine Program Management Locus			
	5. Decide on Curriculum Components and Schedule			
	6. Determine Field Placement Strategy			
	7. Identify Audience Profile and Develop Support Plan			
	8. Establish Career Structure and Opportunities			
	9. Determine Program Staffing and Responsibilities			
	10. Select staff			
	11. Develop an Advisory Committee			
	12. Define Service Functions of the FELTP			
	13. Establish Program Monitoring and Evaluation Process			
	14. Establish Partnerships			
	15. Address Administrative Issues			
	16. Develop Workplan and Timeline			
	17. Develop Budget			
<b>Program Implementation</b>	18. Organize field placements			
	19. Conduct field supervisor orientation			
	20. Form Selection Committee			
	21. Develop Trainee Application Process			
	22. Recruit Trainees			
	23. Select Trainees			
	24. Develop career path for trainees			
	25. Develop network for graduates			
	26. Design curriculum			
	27. Develop training evaluation strategy			
	28. Develop course materials			
	29. Develop training evaluation tools and processes			

**FELTP  
Project Planning Checklist**

	<b>Task</b>	<b>Contact Person</b>	<b>Start Date</b>	<b>Due Date</b>
	30. Develop course schedules			
	31. Identify faculty			
	32. Deliver training			
	33. Conduct training evaluations			
<b>Program Administration</b>	34. Maintain funding sources			
	35. Manage equipment needs			
	36. Conduct mentor/supervisor training			
	37. Manage program logistics			
	38. Manage program communications			
<b>Program Monitoring &amp; Evaluation</b>	39. Monitor Program			
	40. Evaluate Program			
	41. Evaluate Fieldwork sites			