

ENTER PROJECT NAME HERE			
CAPE Projects Lifecycle - 3 Months			
MILESTONE	TIME FROM PROJECT	DATE DUE	NOTES
Contract	T-14 weeks		For non-MOU/School Based Projects Only
Project Initiation	T-12 weeks		
Project Material Due to CAPE	T-10 weeks		All cases, checklists, post encounters, learner instructions and EMS Report & Video Inake Form to CAPE from client
Material Review by CAPE	T-9 weeks		
Recruitment	T-8 to 10 weeks		
EMS Initiation	T-8 weeks		PC HANDS OFF EMS MATERIAL TO IT ON THIS DATE; Enter cases, checklists, etc. into EMS; Return to PC for review
Faculty Mock	T-6 weeks		No major changes to material will be accepted after the faculty mock <i>If major changes are necessary, we will need to discuss consequences and possible rescheduling of session(s)</i>
Training Preparation	T-5.5 weeks		
*Training	T-5 weeks		Only minor changes will be accepted after SP training (ex: wording, weights, spelling, add/sub response, instructions)
Material Modifications	T-4 weeks		PC HANDS OFF any EMS material modifications to IT
EMS Session Submission	T-4 weeks		PC sends schedule with SP rotation to IT
MOCK Prep	T-3.5 weeks		
SP Mock Session	T-3 weeks		
Final Orion Modifications	T-2.5 weeks		NO changes to EMS material and schedules after the SP mock
Build EMS Sessions <i>Finalize recruitment</i>	T-2 weeks		IT team emails back the schedules for PC to review
Session Material Prep <i>Final material changes to SPs</i>	T-1 week		
Session Room Setup <i>30 to 60 min SP brief prior to session</i>	T-1 day or day of		
Session Execution	T		
Session Scoring and Reprting	T+2 weeks		
Project Billing and Invoicing	T+2 weeks		
Project Wrap-up <i>Client Debrief</i>	T+2 weeks		

**Milestones are the initiation of the activity except where it says "Due"

PC = Project Coordinator