**Roles:**

|  |  |
| --- | --- |
| **Consortium Manager** |  |
| **Narrative Coordinator** |  |
| **Narrative Editors** |  |
| **Section Leaders (1-10)** | 1.  2.  3.  4.  5.  6.  7.  8.  9.  10. |
| **Instructors** |  |
| **Support Staff** |  |
| **Organization’s IT/Tech** |  |
| **Program Partners** |  |
| **All Additional Staff** |  |

| Date | Topic | Assignment Due | Lead Person | Collaborators | Materials |
| --- | --- | --- | --- | --- | --- |
| June | **Narrative Review** | Consortium Representatives Review Narratives |  |  | Individual Narrative Review Form  Narrative Requirements |
| July | **Develop an Initial Plan** | Decide timeline and steps to how consortium will develop narrative   * Use of wikis/tech tools? * Roles? | Consortium Manager | Narrative Coordinator, Section Leaders |  |
| August-October | **Materials Collection** | Review prior narrative and key policies  Compare to other consortia narratives reviewed | Narrative Coordinator | Consortium Manager, Section Leaders |  |
| October | **Updated Narrative Requirements Released** | Sent by state ABE staff |  |  | Revised Narrative Requirements |
| October | **Narrative Writers’ Workshop** | Obtain narrative resources  Ask questions on narrative development  Revise narrative plan | Consortium Manager | Section Leaders |  |
| November | **Getting Started** | Discuss consortium plan in staff meeting  Introduce class description template to instructors at staff meeting | Narrative Coordinator | Consortium Manager, Section Leaders |  |
| December | **Program & Student Accountability** | All documents and narrative responses for section 2 are drafted | Section 2 Lead | Consortium Manager, Support Staff |  |
| December | **Instructional Program Description** | All instructors will submit drafts of class descriptions (section 4)  Review at staff meeting | Section 4 Lead | All Instructors | Instructional program description templates |
| January | **Professional Development (Intro)** | Introduce Professional Development Planning (section 3) at staff meeting and assign tasks | Section 3 Lead | All instructors | PD Templates |
| February | **Program Governance and Coordination** | Section 5 drafted | Section 5 Lead/Consortium Manager | Other program leaders |  |
| February | **Program Partnerships and Collaboration** | Section 6 drafted | Section 6 Lead/Consortium Manager | Program Partners |  |
| March | **Technology Plan** | Section 7 drafted | Section 7 Lead | Support Staff, Organization’s IT staff | Tech Plan Template |
| April | **Professional Development** | Section 3 documents and questions complete | Section 3 Lead | Consortium Manager, Instructors, Support Staff | PD Templates |
| April | **Future Plans** | Draft Section 8 Document | Section 8 Lead | Consortium Manager, Other participating staff | Future Plans Template |
| April | **Program Introduction and Overview** | Draft Program Overview (section 1) | Section 1 Lead | Consortium Manager, Other participating staff |  |
| May | **Drafted** | Narrative drafted and sent to editors for review | Narrative editors | Consortium Manager and section leads |  |
| May | **Annual Application** | Add annual application, sub-grantee table 4’s, and grant assurances (section 9) | Consortium Manager | Support Staff | Annual Application Information |
| June 1 | **Narrative Due!** | Narrative at MDE |  |  |  |
| July-October | **Narrative Feedback** | Discuss narrative feedback from state and local ABE staff in person or over the phone | Consortium Manager | All interested staff | Narrative Feedback Form |