

	[insert year]					
Activity	January	February	March	April	May	June
[insert program name]						
Topic Confirmation		6-13 Feb				
Finalise Recruitment Strategy		6-15 Feb				
Develop and Finalise Recruitment Material		6-22 Feb				
Promote program		Feb				
Preparation for Expert Reference Panel (ERP)		15-Feb	1 Mar			
Recruitment of participants		25 Feb	13 Mar			
Prepare Orientation Kits and Presentation		27 Feb	13 Mar			
ICT technology needs developed			Mar			
Review and Develop Handbook			11-22 Mar			
Promotion of program to national bodies			14 Mar	12 Apr		
Orientation for participants			18-27 Mar			
Handbook Review, Editing, Formatting			25 Mar	5 Apr		
Execute participant program agreements				15 Apr	17 May	
Appoint Clinical Chair				1-5 Apr		
Develop Workshop Design				8-17 Apr		
Handbook Approval				8-12 Apr		
Printing of Handbook				15-26 Apr		
Handbook distribution						
- Electronically				12 Apr		
- Hard copy				29-30 Apr		
Participant Connection to Data Site				15-30 Apr		
Commence Coordination of Learning Workshop (LW) 1				15 Apr		
Participant Registration for LW1				22 Apr	8 May	
Baseline Data Collection					1-17 May	
Learning Workshop 1 (face to face)						1 Jun
8 day Challenge						12 Jun
8 day Challenge Feedback						24 Jun
Commence Coordination of LW2						
Learning Workshop 2 (Virtual)						
Undertake Mid-Program Review						
Commence Coordination of LW3						
Learning Workshop 3 (Virtual)						
Commence Coordination of LW4 (face to face)						
Participant Registration for LW4						
Learning Workshop 4 (face to face)						
Commence Coordination of LW5						
Learning Workshop 5 (Virtual)						
Commence Coordination of LW6						
Learning Workshop 6 (Virtual)						
Commence Coordination of LW7						
Participant Registration for LW7						
Learning Workshop 7 (face to face)						
Activity period ends						
End of Program Report						

July	August	September	October	November	December	Activity	January	February
						[insert program name]		
						Topic Confirmation		
						Finalise Recruitment Strategy		
						Develop and Finalise Recruitment Material		
						Promote program		
						Preparation for Expert Reference Panel (ERP)		
						Recruitment of participants		
						Prepare Orientation Kits and Presentation		
						ICT technology needs developed		
						Review and Develop Handbook		
						Promotion of program to national bodies		
						Orientation for participants		
						Handbook Review, Editing, Formatting		
						Execute participant program agreements		
						Appoint Clinical Chair		
						Develop Workshop Design		
						Handbook Approval		
						Printing of Handbook		
						Handbook distribution		
						- Electronically		
						- Hard copy		
						Participant Connection to Data Site		
						Commence Coordination of Learning Workshop (LW) 1		
						Participant Registration for LW1		
						Baseline Data Collection		
						Learning Workshop 1 (face to face)		
						8 day Challenge		
						8 day Challenge Feedback		
22 Jul						Commence Coordination of LW2		
	WB 19 Aug					Learning Workshop 2 (Virtual)		
		9-12 Sept				Undertake Mid-Program Review		
			14-Oct			Commence Coordination of LW3		
				WB 11 Nov		Learning Workshop 3 (Virtual)		
					2-Dec	Commence Coordination of LW4 (face to face)		
					9-Dec	Participant Registration for LW4	24-Jan	
						Learning Workshop 4 (face to face)		8-Feb
						Commence Coordination of LW5		
						Learning Workshop 5 (Virtual)		
						Commence Coordination of LW6		
						Learning Workshop 6 (Virtual)		
						Commence Coordination of LW7		
						Participant Registration for LW7		
						Learning Workshop 7 (face to face)		
						Activity period ends		
						End of Program Report		

