

PROGRAM IMPLEMENTATION TIMELINE AND PLANNING



Tools:

- YouthBuild Mentoring Program Implementation Timeline
- 6 Month Implementation Timeline

First Quarter: April – June 2010

- Hire Coordinator
- Develop policies and procedures
- Set up background check process
- Reach out to partners
- Form mentoring advisory committee
- Create mentor recruitment plan
- Participate in learning community, coordinator attends second conference, webinars, and accessing technical assistance as needed
- Reporting



Second Quarter: July – September 2010

- Finalize systems, staff roles, and partnerships
- Orient and enroll youth
- Recruit, screen, and train mentors
- Plan for service projects and mentor-rich activities
- Hold kick off event leading to making matches
- Enroll children in Imagination Library
- Develop Life Plans
- Pairs begin meeting one-to-one and participating in group activities
- Administer initial assessments and collect pre-match data
- Reporting

Third Quarter: October – December 2010

- Coordinator monitors and supports matches
- Conduct ongoing training
- First service activity and other mentor-rich group activities
- Reporting



Fourth Quarter: January – March 2011

- Second service activity
- Life Plans are updated; match activities change accordingly
- Mentor recognition and/or match celebration event
- Attend second Alliance Institute
- Reporting



Fifth Quarter: April – June 2011

- Third service activity
- Match status check: will mentor continue post graduation? Or does youth request a new, self-identified mentor?
- Match renewal and closure celebrations
- Life Plans are solidified heading in to graduation
- End of program cycle assessments administered
- Reporting



Sixth Quarter: July – November 2011

- Monthly monitoring and support for post-graduation matches; track progress on Life Plan goals
- Assessment #3 administered
- Final match closure ceremonies
- Final report



Ongoing Activities

- Participate in learning community by attending Alliance events, webinars, and accessing technical assistance as needed
- Recruitment
- Monitoring and support
- Ongoing training
- Documentation and data collection



6 Month Implementation Timeline Tool

The intent is to:

- Organize start up tasks
- Recognize areas where you need more information
- Begin thinking about staff assignments and roles
- Break down next steps for when you return
- Refine your plan and bounce ideas off facilitators and other attendees
- Arrive back home with clear direction