

Professional Development Planning Timeline

1	Course proposal (need dates, time & location)	6 weeks prior to event
2	Find facility or book meeting room <ul style="list-style-type: none"> • P.O. for facility rental if needed 	6 weeks prior to event
3	Cost out class	6 weeks prior to event
4	If applicable, send presenter <u>NWESD Presenter Orientation</u>	6 weeks prior to event
5	Clock hours – allow for 2 weeks for PDCC approval	6 weeks prior to event
6	SPU Credit	6 weeks prior to event
7	Go Sign Me Up	6 weeks prior to event
8	Contract Process: <ol style="list-style-type: none"> 1. Position Analysis (if needed) 2. ICA Qualifier 3. Purchase order (may need bids) 4. Write contract 5. Internal approvals 6. Contractor approval 7. Superintendent approval, mail to presenter 	6 weeks prior to event
9	Copyright permission	2 weeks prior to event
10	Food Form (need P.O.)	2 weeks prior to event
11	Order participant consumable supplies (need P.O.)	2 weeks prior to event
12	Copies / Prep for class	1 week prior to event
13	Sub reimbursement (need P.O.)	1 week prior to event
14	Cancel class if low enrollment <ul style="list-style-type: none"> • Cancel purchase orders • Cancel clock hours / SPU credits • Cancel instructor (ICA) • Cancel room • Cancel or transfer participants (refunds) 	1 week prior to event