## SDP Planning Process Tasks and Timeline (Sample)

| Tasks | Deadline[[1]](#footnote-1) | Responsible Parties | Outcomes/Deliverables |
| --- | --- | --- | --- |
| Obtain permission to begin the SDP planning process from Federal Program Director | September 15 | State Director, Federal Program Director | Written permission |
| Review requirements | September 20 | State Director | List of requirements |
| Establish management team | September 30 | State Director | List of management  team members |
| Meet with management team; plan the SDP planning process; identify potential SDP Planning Team members | October 1 | State Director, management team | Task and timeline, list of potential SDP Planning Team members |
| Establish SDP Planning Team | October 15 | State Director, management team | List of SDP Planning Team members |
| Conduct Meeting #1 | November 1 | State Director, management team | Input on proposed solutions in CNA |
| Finalize list of solution strategies | November 10 | State Director | Final list of proposed solutions and strategies |
| Conduct Meeting #2 | December 1 | State Director, management team | Input on required elements of SDP and project plan |
| Finalize alignment chart and project plan | December 15 | State Director | Finalized alignment chart and project plan |
| Invite specialists for work groups for Meeting #3 | December 15 | Management team | List of specialists |
| Conduct Meeting #3 | January 15 | State Director, management team | Input on plans for migratory children identified to receive PFS, parental involvement, ID&R, student records exchange |
| Review and summarize information generated in Meeting #3 | February 1 | State Director, management team | Plans for migratory children identified to receive PFS, parental involvement, ID&R, student records exchange |
| Conduct Meeting #4 | February 15 | State Director, management team | Input on plan for implementation in local projects |
| Develop technical assistance plan for LOAs | March 1 | State Director, management team | Plan for technical assistance, training, granting, and monitoring |
| Write SDP | May 1 | State Director, management team | Final draft |
| Conduct review | June 1 | Management team | Stakeholder comments |
| Finalize SDP | July 1 | State Director, management team | Final draft |
| Communicate the plan | July 15 | State Director, management team | List of stakeholders and type of communication |

1. Note that deadlines are offered as examples. The management team should set a schedule based on the specific circumstances of the state. [↑](#footnote-ref-1)