

Sample BR&E Timeline:

Activity	When it Happens	CB Timeline	Detail
Initial meeting	Start of process	January	Describe process, introduce survey tool, Identify survey modifications to be made; discuss parameters of the scope of assessment.
Recruitment of participants	CB makes certain their team is ready (2-3 weeks)	February	CB team and local partners recruit team members who can assist with business assessment.
Volunteer Training/Orientation	TBD. Typically about 1 month into community commitment.	February	With full team of volunteers, introduce interview process, review survey and develop implementation plan for connecting with business owners.
Kick off/Interview business owners	TBD. Official Launch with team and businesses. Team announces duration of assessment period.	March	Regional events to introduce process and the interview team to local businesses. Can also kick off survey collection process.
Process Survey results	Surveys go to University Or CB host for compilation (Throughout	June	University partners compile results.

	assessment period)		
Deliver Results Report	TBD after conclusion of assessment	At CREATE Academy	Public report(s) back of findings and formation of action groups to respond to priorities.
Follow-up Actions	TBD		Systems of delivery and commitment from local businesses for workforce Development.