

## CALP Family Literacy Training – Project Plan

### Phase 1: Discovery

- July - August: Document Review
- Communications Planning
- Contact key stakeholders, identify “Working Group” members
- Design instruments for consultation
- Survey/Interviews for Family Literacy PD Providers
  - Survey for Family Literacy Practitioners (Coordinators, Facilitators)
- Sept – Oct: Data Collection (surveys/interviews)
- November: Convene Working Group
- Data analysis, training needs priorities, identify learning objectives

### Phase 2: Design

- December – January: Curriculum development
- February: Convene Working Group, review curriculum design (format, length, content and intended learning outcomes)

### Phase 3: Development

- February – April: Finalize first iteration of curriculum
- Develop resources (i.e. participant manual, facilitators’ guide, etc.)

### Phase 4: Delivery

- May: Deliver a minimum of two pilots

### Phase 5: Evaluation

- May – June: Review feedback from pilots
- Adapt curriculum, training format and/or resources as needed
- June: Convene Working Group
- Review participant and trainer feedback
  - Make recommendations for future revisions or delivery (if required)