

Date: December 2014													EXPECTED RESULTS
TASK/ACTIVITY	TASK OWNER(S)	PARTICIPANTS	Jan/Feb	Mar/Apr	May/June	Jul/Aug	Sep/Oct	Nov/Dec	Jan	Feb	Mar		
1	Introduce to the FSAG	Tracey and Cindy	x										
2	Introduce at EHTP	Tracey and Cindy	x										
3	Contact FDA and DCP for details how to track and gaining access to free course	Suzanne	x										
4	Create Circular Letter and mail	Tracey		x									
5	Add as course to Maven system	Tracey	x										
6	Development of in-house evaluation form	tracey			x								
7	Plan reassessment of risk-factor study	Tracey and Suzanne										will be evaluated after 2016	
8	Conduct reassessment of risk-factor study	Tracey and Suzanne										will be evaluated after 2016	
9	evaluate plan for changes/inclusions/exclusions	All										will be evaluated after 2016	
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Color Code Key

ON Target	Struggling	NO Action	Future	Complete