

Technical Assistance Project Operations Calendar

<u>TASK</u>	<u>COMPLETION TIMEDATES</u>
* Provide technical assistance to requesting SESAs	Ongoing.
* Prepare needs assessment survey instruments to obtain input regarding the UI program study process, areas in which assistance is needed, TAG content, etc.	By 12/31/90
* Pretest survey instruments among small samples of SESA representatives; Request return by 11590.	By 12/31/90
* Conduct initial planning conference in Tempe, Arizona with group of recommended SESA principals.	By 1/7/91
* Revise survey instruments based on pretest responses and send to SESA Administrators, UI Directors, UI Benefit Chiefs, UI Research staff, QC Supervisors, QC Data Analysts, and USDOL Regional staff. Request return by 22291.	By 1/31/91
* Analyze survey responses.	By 3/31/90
* Prepare detailed outline for TAG	By 4/30/91
* Establish calendar for workshops. Provide notice to SESAs of workshop schedule and sites.	By 6/30/91
* Complete TAG draft which will be used in workshops.	By 8/8/91
* Conduct workshops.	8/91-11/91
* In coordination with USDOL and independent contractors, update TAG based on workshop input.	11/91-12/91
* Submit final version of TAG to USDOL for publication.	By 3/15/92
* Submit final report of Technical Assistance Grant project to USDOL	By 3/31/92