

Sunday:

3:00 PM	Check in at the hotel
3:30 PM	Meet for team orientation in hotel lobby Firming up assignment, handling questions from team members
4:00 PM	Leave for school
4:15 PM	Tour School
5:30 PM	Dinner with administration and board members
6:45 PM	Focus group with board members (administrators not present)
7:30 PM	Return to hotel Meet briefly to review Monday's schedule and assignments Work on individual report areas

Monday:

7:15 AM	Leave for school
7:45 AM	Devotions with staff/introduce visiting team
8:00 AM	Meet in workroom Prepare for the day
8:15 AM	Visit classes/check standards
11:15 AM	Focus groups with students
12:00 PM	Lunch with administrative team
1:00 PM	Visit classes/check standards
2:15 PM	Focus group with parents
3:00 PM	Focus group with faculty
3:45 PM	Continued meeting/interviews with administrative team Review needs assessment data (including surveys)
5:00 PM	Depart school Dinner and debrief Team work if needed, or report writing on own

Tuesday:

7:30 AM	Check out of hotel; leave for school
8:00 AM	Meet in workroom – collect expense vouchers Visit classes, interviews (e.g., with other constituents to be involved in ASP Project) Report writing as needed
12:00 PM	Lunch in workroom
1:00 PM	Prepare exit report
2:00 PM	Meet with administrator/administrative team to review exit report
3:30 PM	Depart for home