

Competency Development Timeline*

<i>Description of Tasks</i>	<i>Anticipated Completion Date</i>
Conference calls resume calls with expert panel, CSTE staff, and primary author to begin second draft of core competencies.	January 2005
Primary author to summarize discussions from conference call(s) in second draft of core competencies. Send to co-chairs and review panel for review. All feedback should be completed by within one week of receiving draft (Goal: February 2005).	January 2005
Primary author to incorporate co-chairs' and reviewers comments, and distribute second draft to expert panel.	February 2005
Hold conference call with primary author, co-chairs and CSTE staff to review status of competencies and prepare for second in-person meeting, including establishing agenda.	February 2005
Prepare hand-outs and presentation for second in-person meeting (primary author and CSTE staff). Send hand-outs to expert panel members ahead of meeting.	February 2005
In-person meeting of expert panel led by Co-chairs • Finalize Core Competencies - o Discuss second draft and make any necessary changes - o Agree to finalize competencies • Discuss marketing and validation process - o Presentation on how to validate competencies - o Expert panel to discuss and agree on appropriate validation process and marketing of core competencies	March 2005
Follow-up conference call with expert panel, primary author, and CSTE staff to finalize core competencies if needed	March 2005
Primary author to summarize discussions from second in-person meeting and conference calls and make revisions to finalize core competencies. Send to review panel, co-chairs, and conveners for final review. All feedback should be completed by within one week of receiving draft (Goal: March 25, 2005).	March 2005
Draft of competencies is complete	April 2004
Begin validation of competencies	April 2004
Present competencies at their present state at the 2005 CSTE annual conference.	June 5-9, 2005

Competency Development Timeline April 2004-June 2005

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