**Onboarding/Planning Year Tool Correlated to PTECH Roadmap to Opening Timeline**

**HQE** High Quality Exemplar **HQ** High Quality **MMS** Meets Minimum Standard **DNML** Does Not Match Language **NP** Not Posted **NAY** Not Applicable Yet

**Onboarding and Planning Roadmap to Opening PTECH Development, Posting, and Maintenance May-September 2022**

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| Product/DE | Recommended Action Items | Recommendations and Notes | | Status |
| B1.3 DE 3 p. 1  B5.2 DE 1 p.10  B4.5 DE 3 p. 8  B3.3 DE 2 p. 5 | PTECH leadership team agendas/notes  Review high demand occupations list  Detailed three minimum pathways of study  Begin drafting MOU with IHE | Identify leadership team, use design elements to formulate agenda/s to meet monthly  Use local high demand occupations list to guide your PTECH School Design  Use TEA CTE Pathways as your guiding document for draft PTECH Pathways to credentials  Find an existing MOU Exemplar for guidance | |  |
| B3.4 DE 3 p. 6  B3.1 DE 3 p. 6  B3.3 DE 1 p. 5 | List of strategic partners by name-organization-title-role in WBL experiences by grade level  Advisory Board agenda/notes  Begin drafting MOUs with B/C | Identify strategic partners (Advisory Board) and schedule first meeting (or joint meeting with leadership team)  Recommend meeting monthly and/or jointly with PTECH leadership team and utilize design elements to formulate agendas  Recommend collaborating on draft of pathways of study using TEA CTE Pathways and to begin formulating correlated WBL experiences by grade level | |  |
| B1.3 DE 3 p. 1  B3.1 DE 3 p. 6 | PTECH leadership team agendas/notes  Advisory Board meeting agenda/notes | Consider meeting separately or jointly on as needed on all activities and relative to development of products for this timeline to each role | |  |
| B1.3 DE 3 p. 1  B3.1 DE 3 p. 6 | PTECH Leadership Team and  Advisory Board meeting agenda/notes | Consider meeting separately or jointly as needed basis on all activities and relative products | |  |
| B1.3 DE 3 p. 1  B3.1 DE 3 p. 6  B3.2 DE 1 p. 5  B3.3 DE 2 p. 5  B3.4 DE 3 p. 6  B4.5 DE 3 p. 8  B5.2 DE 1 p.10 | PTECH leadership team agendas/notes  Advisory Board agenda/notes  B/I MOU/s Drafts as available  IHE MOU Draft as available  Strategic Partners List  Detailed three minimum pathways of study  Regional high demand occupation list | Post products in progress by end of September 2022 by associated Benchmark on PTECH Website | 1.3 |  |
| 3.1 |  |
| 3.2 |  |
| 3.3 |  |
| 3.4 |  |
| 4.5 |  |
| 5.2 |  |

**Onboarding and Planning Roadmap to Opening PTECH Development, Posting, and Maintenance October-November 2022**

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| Product | Description | Recommendations and Notes | | Status |
| B1.3 DE 3 p. 1  B3.1 DE 3 p. 6 | PTECH Leadership Team agenda/notes  Advisory Board meeting agenda/notes | Consider meeting separately or jointly on as needed basis on all activities and relative products for this timeline to your role | |  |
| B4.3 DE 3 p. 8 | Curriculum alignment documents | Develop and post on or before end of November 2022 | |  |
| B1.3 DE 3 p. 1  B3.1 DE 3 p. 6  B3.2 DE 1 p. 5  B3.3 DE 2 p. 5  B3.4 DE 3 p. 6  B4.3 DE 3 p. 8  B4.5 DE 3 p. 8  B5.2 DE 1 p.10 | PTECH leadership team agendas/notes  Advisory Board agenda/notes  B/I MOU/s Drafts as available  IHE MOU Draft as available  Strategic Partners List  Curriculum Alignment  Detailed three minimum pathways of study  Regional high demand occupation list | Update seven products as needed and re-post on or before end of November 2022.  Post one new draft (Curriculum Alignment) by end of November | 1.3 |  |
| 3.1 |  |
| 3.2 |  |
| 3.3 |  |
| 3.4 |  |
| 4.3 |  |
| 4.5 |  |
| 5.2 |  |

**Onboarding and Planning Roadmap to Opening PTECH Development, Posting, and Maintenance December2022-February 2023**

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| Product | Description | Recommendations and Notes | Status | |
| B1.3 DE 3 p. 1  B3.1 DE 3 p. 6 | PTECH Leadership Team agenda/notes  Advisory Board meeting agenda/notes | Consider meeting separately or jointly on as needed basis on all activities and relative products for this timeline to your role |  | |
| B2.1 | Admission policy and enrollment application | Develop and post final product or before end of February 2023 |  | |
| B2.2 | Recruitment plan- timeline of recruitment and enrollment events-materials distributed | Develop and post final product or before end of February 2023 |  | |
| B2.3 | Brochures and marketing in Spanish, English, and/or other language(s) | Develop and post final product or before end of February 2023 |  | |
| B2.4 | Communication plan for targeting all identified stakeholder audiences | Develop and post final product or before end of February 2023 |  | |
| B3.1 | Advisory Board agenda/notes | Update and post all meetings on or before end of February 2023 |  | |
| B3.2 DE 1 p. 5 | B/I MOU/s Final as available | Update and post on or before end of February 2023 |  | |
| B3.3 DE 2 p. 5 | IHE MOU Final as available | Update and post on or before end of February 2023 | |  |
| B3.3 | Strategic Partners List | Update and post on or before end of February 2023 | |  |
| B4.1 | Four-year crosswalk document | Develop and post final product or before end of February 2023 | |  |
| B4.3 DE 3 p. 8 | Curriculum alignment documents | Update and post on or before end of February 2023 | |  |
| B4.4 | Testing calendar-schedule for TSI, ACT, SAT, or other assessments | Develop and post final product or before end of February 2023 | |  |
| B4.5 | Detailed minimum of three courses of study pathways to credentials | Update and post on or before end of February 2023 | |  |
| B5.1 | Documentation of appropriate  WBL experiences by grade level | Develop and post final product or before end of February 2023 | |  |
| B5.2 DE 1 p.10 | Current dated regional high demand occupation list | Update and post on or before end of February 2023 | |  |
| B6.2 | Tutoring and other intervention or remediation program schedules | Develop and post final product or before end of February 2023 | |  |
| B6.4 | Schedule of counseling/advisory events and records of completion | Develop and post final product or before end of February 2023 | |  |

**8 Month Roadmap to Opening PTECH and Ongoing Development, Posting, and Maintenance March-April-May 2023**

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| Product | Finalization, and maintenance of all posting of all required documents on or before April 2023 | | |
| Product | New Product Description | Recommendations and Notes | Status |
| 6.3 | Calendar of Family Outreach Events | Document should demonstrate Events for SY2023-22 |  |

**4 Month Roadmap to Opening PTECH and Ongoing Development, Posting, and Maintenance June-July-August 2023**

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| Product | Finalization, and maintenance of all posting of all required documents on or before April 2023 | | |
| Product | New Product Description | Recommendations and Notes | Status |
| 1.1 | Mentor/induction program plans (for inaugural staff and/or new to PTECH) | Develop and post on or before end of August 2023 |  |
| 1.2 | Joint annual training/PD plan with  PTECH and IHE faculty | Develop and post on or before end of August 2023 |  |
| 6.1 | Bridge program calendar and curricula | Develop and post on or before end of August 2023 |  |
| 6.2 | Tutoring and other intervention or remediation program schedules | Update and post on or before end of May 2023 |  |
| 6.3 | Calendar of family outreach events | Update and post on or before end of May 2023 |  |
| 6.4 | Schedule of counseling/advisory events and records of completion | Update and post on or before end of August 2023 |  |