

President's Management Council
INTERAGENCY ROTATION PROGRAM

PROJECT PLANNING TIMELINE: COHORT 6 (Mon, June 2 – Fri, Nov 28)

Milestone/Activity	Timeline	✓
Team Meeting: Cohort 6 kick-off	Jan.--	✓
Agencies Recruit Participants/Potential Rotations	Jan – Mar 2014	
Team Meeting: Matching Process Preparation	Mon, Mar 10	
Agencies select rotation assignments/participants	COB Wed, Mar 12	
Post rotation assignments/participant materials		
Matching Process	Mar – May 2014	
Distribute available rotation assignments to participants	Mon, Mar 17	
Participants review available rotation assignments	Mon, Mar 17 – Thr, Mar 28	
Team leads submit participant preferences (top 5, not ranked)	COB Fri, Mar 28	
Conduct conference call for potential host supervisors	Week of Mar 24/Mar 31	
Supervisors review materials and interview interested participants	Tue, Apr 1 – Fri, Apr 18	
Team leads submit host supervisor approvals	COB Tue, Apr 22	
Team leads submit ranked participant preferences		
Team Meeting: Matching Process	Thr, Apr 24	
Finalize matches	By Fri, May 9	
Orientation/Onboarding	May 2014	
Communicate matches to participants (orientation “save the date”)	Week of May 12	
Begin onboarding process/complete rotation agreements	Mon, May 19 – Fri, May 23	
Orientation for participants, home/host supervisors	Week of May 26	
Cohort 6 Rotations	Mon, June 2 – Fri, Nov 28	