

President's Management Council
INTERAGENCY ROTATION PROGRAM

CHICAGO FEB PROJECT PLANNING TIMELINE: COHORT 1 (Jan - November 2014)

Milestone/Activity	Timeline	✓
Team Meeting: FEB conducts Cohort 1 kick-off with agencies	January 22, 2014	
FEB distributes templates to agencies		
Agencies' Team Leads Recruit Participants/Potential Rotations	Jan - Mar 2014	
Team Meeting: FEB conducts Matching Process Preparation with agencies	Wednesday, March 26	
Agencies select rotation assignments/participants	COB Monday, March 31	
Agencies send rotation assignments/participant materials to FEB online		
Matching Process	March - May 2014	
FEB conducts conference call for potential host supervisors/Agency POCs	Week of March 31/April 7	
Agencies distribute available rotation assignments to participants	Monday, April 7	
Participants review available rotation assignments	Monday April 7 - Thursday, April 18	
Agencies submit participant preferences (top 5, not ranked) to FEB	COB Friday, April 18	
Supervisors review materials and interview interested participants	Tue, Apr 1 - Fri, Apr 18	
Agencies submit host supervisor approvals to FEB	COB Thursday, April 24	
Agencies submit ranked participant preferences to FEB		
Team Meeting: Matching Process with agencies	Wednesday, May 5	
FEB finalizes matches with agencies	<i>By Fri, May 9</i>	
Orientation/Onboarding	May 2014	
Agencies communicate matches to participants (orientation "save the date")	Week of May 12	
Agencies begin onboarding process/complete rotation agreements with participants	Monday, May 19 - Friday, May 23	
FEB coordinates orientation for participants, home/host supervisors	Week of May 26	
Cohort 6 Rotations	Mon, June 2 - Fri, Nov 28	