

## Draft Timeline: Colleges and Universities #2

UMass Lowell EMS Service Program  
600 Suffolk Street, Lowell MA

		October	November	December	January	February	March	April	May	Summer
<b>2003--2004</b>	<b>Workshop/Conference Call/ On-Site Assistance</b>	<b>Workshop #1: EMS:</b> Intro to EMS Process Fenceline Data collection Core Team Implementation team Management Rep/ 'Champion'/Project Manager Baseline Assessment  <b>Support tools:</b> 'Project Summary' Team Dynamics Plain English EMS Stakeholder 2x2 'Household EMS' 'WII.FM' Gimicks	<b>Call</b>	<b>Call</b>	<b>Workshop #2: EMS:</b> Legal requirements Compliance evaluation Aspects Impacts Significance ranking Documentation  <b>Support Tools:</b> Software tools Facilitation Techniques Strategic Questioning Team issues Gap analysis EMS examples/models	<b>Call</b>	<b>Call</b>	<b>Call</b>	<b>Workshop #3:</b>  EMPs Operational Controls	<b>Call</b>
	<b>Be working on</b>		<b>Creating the foundation</b> Finalizing fenceline Team composition & structure Understanding EMS! Project Summary Communications	<b>Foundation &amp; Outreach</b> Continue education & training of team(s) & mgmt re EMS Data collection	<b>Outreach Event</b>	<b>Starting the Puzzle</b> Environmental Policy Legal/other requirements Compliance Program evaluation	<b>Catching Up</b> How's your team working? Remember: <i>Say what you do, do what you say, and prove it.</i>	<b>What environmental issues to manage</b> Aspects & Impacts Significance ranking  Choose ONE significant aspect to manage with a program  Communications strategy for Fall		Data collection: baseline conditions & measures to be used Flow Charts Start structure of EMP
	<b>Deliverables</b>	<b>NOTE:</b> Deliverables with * are deliverables to UML	Fenceline decision: 11/30* Team structure: 11/30 Project Summary: 11/30 Communication strategy: 11/30 Email status report: 11/30/03*	Baseline assessment: 12/15* Email status report: 12/31/03*	Email status report: 1/31/04*	Gap Analysis: 2/15* Email status report: 2/28/04*	Environmental Policy: 3/15* Email status report: 3/31/04* Legal & Other requirements (3/31)*	Email status report: 4/30/04* Communi- cations strategy: 4/30/04	Aspects, Impacts & Significance: 5/31/04*	