

Facilitation Gantt Chart

<<Case Number>>

<<District Name>> School District #<<Number>> / <<Parent Last Name>>

Date Facilitation Received: <<Date>>

Date Facilitation Accepted: <<Date>>

	Item	<input checked="" type="checkbox"/>	Completion Date
1.	Create electronic facilitation file.	<input type="checkbox"/>	<<Date>>
2.	Create Facilitation Log Form.	<input type="checkbox"/>	<<Date>>
3.	Receive acceptance for facilitation from non-requesting party.	<input type="checkbox"/>	<<Date>>
4.	Fill out Facilitation Gantt Chart.	<input type="checkbox"/>	<<Date>>
5.	Appoint a Facilitator.	<input type="checkbox"/>	<<Date>>
6.	Write case on dispute white board.	<input type="checkbox"/>	<<Date>>
7.	Update Summary Report.	<input type="checkbox"/>	<<Date>>
8.	Call both parties to notify them of appointed Facilitator.	<input type="checkbox"/>	<<Date>>
9.	Email Facilitator:	<input type="checkbox"/>	<<Date>>
	Facilitation Log	<input type="checkbox"/>	
	Facilitator Self-Evaluation/Summary Form	<input type="checkbox"/>	
	Travel Reimbursement Form	<input type="checkbox"/>	
	Invoice	<input type="checkbox"/>	
10.	Received facilitation date from Facilitator.	<input type="checkbox"/>	<<Date>>
11.	Put facilitation date in Outlook calendars.	<input type="checkbox"/>	<<Date>>
12.	Arrange all necessary travel.	<input type="checkbox"/>	<<Date>>
13.	Mail Parent:	<input type="checkbox"/>	<<Date>>
	Parent Materials Letter w/ business cards attached	<input type="checkbox"/>	
	Facilitated IEP Meetings: An Emerging Practice	<input type="checkbox"/>	
	Steps to Success: Communicating with Your Child's School	<input type="checkbox"/>	
	What Parents of Students with Disabilities Need to Know and Do	<input type="checkbox"/>	
	Facilitation Evaluation Form w/ self-addressed/stamped envelope	<input type="checkbox"/>	
14.	Mail District:	<input type="checkbox"/>	<<Date>>
	District Materials Letter	<input type="checkbox"/>	
	Facilitation Evaluation Form w/ self-addressed/stamped envelope	<input type="checkbox"/>	
15.	Received materials back from Facilitator.	<input type="checkbox"/>	<<Date>>
16.	Process payment(s) for Facilitator.	<input type="checkbox"/>	<<Date>>
17.	Received Facilitation Evaluation Form from Parent.	<input type="checkbox"/>	<<Date>>
18.	Received Facilitation Evaluation Form from District.	<input type="checkbox"/>	<<Date>>
19.	File all necessary documents accordingly.	<input type="checkbox"/>	<<Date>>
20.	Enter results into the Dispute Database System.	<input type="checkbox"/>	<<Date>>
21.	Remove case from white board.	<input type="checkbox"/>	<<Date>>
22.	Update Summary Report.	<input type="checkbox"/>	<<Date>>