

Monthly Timeline

Task Name	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
Administration\Director Approval								
PFAC Coordinator\Liason Appointed								
Conduct Pre-Planning Meetings								
Define Steering Committee								
Hold Initial Steering Committee Meeting with Approval for Planning Committee								
Define Planning Committee								
Goal								
Recruitment Procedure								
Interview Patients Families								
Select Staff								
Set Up Meetings								
Site Visit to Current PFAC Meeting								
Planning Committee Created								
Hold Initial Planning Meeting								
Define PFAC Structure								
Vision and Mission								
Guidelines								
Goals								
Retention Policy								
Steering Committee Approval to Move Forward								
Recruit/Interview PFAC members								
Education\Communication								
Develop education\communication plan								
Patients\Families								
Staff								
Physicians								
Initiate Plan								
Hold First PFAC Meeting								
Key:								
Projected Plan								
Task Ongoing								
Task Complete								