

2006 Timeline

<i>Due Date</i>	<i>CME and Faculty</i>
Due 1/6/06	CME Application submitted to Jill Hays at PCN
Due 2/3/06	Content Developer and Faculty Information submitted to Jill Hays at PCN
<i>Weeks prior to each program</i>	<i>Content</i>
12 weeks	Patient video vignette form submitted to Cindy Fisher at PCN
10 weeks	PCN produces and distributes patient video to applicable contact
8 weeks	Content posted to PCN website for review
6 weeks	PCN e-mails content review to applicable contact
4 weeks	Syllabus/print file posted to PCN website including PowerPoint and all other supporting documentation
2 weeks	Final presentation posted to PCN website with PowerPoint and all supporting files
<i>Weeks prior to each program</i>	<i>Meeting Logistics</i>
2 weeks	Travel & Badge form for faculty and staff submitted to Cindy Fisher at PCN

<i>Weeks following each program</i>	<i>Post Program</i>
3 weeks	PCN e-mails evaluation summary and demographic information of attendees to primary contact
6 weeks after the completion of the final program in the series	Budget vs. actual expenses for all programs submitted to Kenny Cox at PCN
3 and 6 months after the completion of the final program in the series	PCN e-mails post program outcome measurement results