



Pacific Northwest University

# Simulation Activity Timeline & Check-off List



Program/Client Name \_\_\_\_\_ Name of Activity \_\_\_\_\_

Date (s) Activity Runs \_\_\_\_\_

Submission of Activity Request Form

Activity Prep Meeting

Draft Sim Activity Materials

Finalize Activity Materials

Practice Run of Activity

Activity Delivery

Debrief

Complete By	Description of Task
<input type="checkbox"/> 48 Hours after activity request is submitted	Respond to client to schedule a planning meeting
<input type="checkbox"/> Immediately following the scheduling of the planning meeting	Educator/SIM Staff begin prepping for the planning meeting. Objectives of the meeting are to: Clarify details on design, modality and location. Staff should develop a list of needs to get from the client and be prepared to provide a recommendation/approach to the simulation activity,
<input type="checkbox"/> 2-3 Weeks following submission of activity request.	Hold planning meeting and schedule activity date(s), practice run date, and debrief date. Determine staffing, equipment and supply needs.
<input type="checkbox"/> 4-5 Weeks following submission of activity request	Draft SIM Activity materials and send to the client for review. Be sure to give the client a deadline of 1-2 weeks for them to have their edits turned in to the Simulation Dept.
<input type="checkbox"/> 6-7 Weeks following submission of activity request	Finalize activity materials OR schedule a meeting with the client to clarify any questions or uncertainties.
<input type="checkbox"/> 8-9 Weeks following submission of activity request	Practice run the activity (this should occur at least 1-2 weeks before the activity is scheduled to run)

□	9-10 Weeks following submission of activity request	Make any final edits following the dry run and hire Per Diem employees.
□	10-11 Weeks following submission of activity request	Activity delivery as scheduled.
□	11-12 Weeks following submission of activity request	Debrief following the activity – evaluation of the activity and process improvement.
□	48 hours following debrief	Recommendations for activity design changes sent to client.
□	13-14 Weeks following submission of activity request	Final sign off received from the client.
□	14-15 weeks following submission of activity request	File activity materials for future use.