

# Volunteer Risk & Program Management (VRPM) project timeline deadlines

## *Statewide Health Insurance Benefits Advisors (SHIBA)*

DEADLINE	Due Date
PDP_VRPM: Training & Communications Plan	Tue 10/31/2017
PDP_VRPM: Readiness Assessment	Tue 10/31/2017
PDP_VRPM: Section 1.0 (Introductory Policies, 5 Policies All Required)	Thu 11/30/2017
PDP_VRPM: Section 4.0 (Information Technology, 5 Policies All Required)	Thu 11/30/2017
PDP_VRPM: Begin Review of Building Statewide Training Webinars, Update Training Schedule/Planning	Mon 12/4/2017
PDP_VRPM: Section 2.0 (Risk Management & Health and Safety, 11 Policies with 9 Required and 2 Recommended)	Fri 12/29/2017
PDP_VRPM: Section 3.0 (Volunteer Program Management, 122 Policies with 97 Required and 25 Recommended)	Tue 7/31/2018
PDP_VRPM: All Policies Incorporated into the Manual/Handbook/QCS by August 31, 2018	Fri 8/31/2018
PDP_VRPM: 100% of Volunteer Coordinators Trained on new policies	Fri 11/30/2018
PDP_VRPM: 70% of Volunteer Advisors (Volunteers) Trained on new policies	Fri 12/28/2018

PLANNING	Planning Date
<b>October</b>	
Outreach to RTCs, VCs (and Volunteer Advisors) for Sections 1.0 and 4.0 Feedback, Training Considerations	Wed 10/25/17
<b>November</b>	
Testing review	
Background check review	
Publications review	
Database review	
Training review	
Outreach to RTCs, VCs (and Volunteer Advisors) for Section 2.0 Feedback, Training Considerations	
VRPM Communication planning	
Sections 1.0 and 4.0 Finalized	
<b>December</b>	
Update training options/development review	
Section 2.0 Finalized	
Training materials review and planning	
RTC and VC training planning	
Printing and distribution review/planning	
<b>January</b>	
Volunteer Application review	
Volunteer Involvement Cycle review	
RTC Update training date review and agenda planning	
Consultation with SHIBA team	
Preliminary outreach to RTCs, VCs (and Volunteer Advisors) for Section 3.0 Feedback, Training Considerations	
<b>February</b>	
Consultation with SHIBA team	
<b>March</b>	
Training RTCs and VCs	
Policy review with Volunteers, associated planning	
<b>April</b>	
Contract Check	
<b>May - December</b>	
Will review with team as project progresses	
Updated October 23, 2017	