

## 9 Month Overview - Onsite Survey Prep

Timeline	Fam Med Core AQs (JM)	Fam Med ES (JM)	AFC AQs (JM)	Royal College AQs (KO)	Institutional AQ (SW)	Institutional Review		Communication	
March	Sites editing AQ	PGME 1 <sup>st</sup> reviews	Reviewing New Applications (4)	Final sign-off (10) (GB) PGME 2nd reviews	PGExec Updating AQ	Prepare IR package for college (CA)	Fast Facts template (CS & SW)	Newsletter (SW)	
April	PGME 2nd reviews	Programs editing AQs	PGME 1st review AQs (3)	Programs editing AQs Loading AMS (10)	Editor revising & updates as needed	Pre-Survey visit prep (LB & KO)	Fast Facts (SW & CS)  Micro site (CS)	Pre-survey visit reminders (KO & LB)	
April 28-29 <sup>th</sup>	Pre-Survey Visit								
May	Sites editing AQ Schedule templates out to sites	PGME 2nd reviews Schedule templates out to programs	Finalizing AFC new program applications (4)	Final sign-offs (GB) Loading AMS (CA) Schedules out	GB to review, edit, sign-off AQ	Finalize schedule & pre-meeting prep dates (LLM)	PA Support Map (SW)	-Workshops: On-site Survey Prep -Newsletter (SW)	
June 1 <sup>st</sup>						IR package due to Colleges			
June	Final sign-offs by DFCM and GB	Programs editing AQs	PGME 2 <sup>nd</sup> review AQs (3) June 30 <sup>th</sup>	Final sign-offs (GB) Loading AMS (CA) Call for Agendas	Loading AMS (SW)	Send invites (KO)  Book meeting rooms (KO)	Org charts: Departments & PGME (SW)	-Workshops: On-site Survey Prep -All PDs (LP)	
June 30 <sup>th</sup>			Applications Due						
July	Loading AMS (CA)	Final sign-offs by DFCM and GB	Finalizing and sign-off on AQs (GB) Loading AMS (CA)	Loading AMS (CA)  Draft Schedules due		Transportation (CA)	Assign content to each meeting group (SW)		
August	Loading AMS (CA)  Draft Schedules due	Loading AMS (CA)  Draft Schedules due	Programs review AQs in AMS	Programs review AQs in AMS		Planning Reception (LB & KO)		Newsletter (SW)	
August 15 <sup>th</sup>			AMS locked	AMS locked	AMS locked				
August 31 <sup>st</sup>			Schedules due	Schedules due					
September	Sites review AQs in AMS	Programs review AQs in AMS				Reminder emails & materials to committees (KO)		Workshops: PA Visiting program RPCs (GB & LP)	
September 8 <sup>th</sup>	AMS locked	AMS locked							
October 5 <sup>th</sup>	Schedules due	Schedules due							
October	Final document and prep support with programs and sites					Catering (KO) Confirm Transportation (CA)	Pre-meetings for committees (GB & LP)	Newsletter (SW) Visiting program RPCs (GB & LP)	
November						Signage, last minute details			
November 22-27	Accreditation week – See Master Schedule (TBD)								