**Sample Timeline for Planning an APE**

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| ***Person(s) Resp*** | ***April*** | ***May*** | ***June*** | ***July*** | ***August*** | ***September*** |
| Committee Head | * Assign tasks (reports & evaluations) | * Send out faculty/trainee end of the year survey   (minimum 3 weeks) |  | * Compile year-end data * Rotation information * Results of trainee/faculty surveys | * Track down missing information * Schedule Pre-APE Meeting * Think about ways to publicize the upcoming APE | * Pre-APE Meeting * Create final version * Agenda/Table of Contents * Get final approval of trended data (trainee/faculty) * Email APE Report (1 week before) * Capture/report on elements that Pre-APE meeting requests |
| Committee Member |  | * Track compliance (trainees/faculty) * Send emails to encourage better compliance | | | * Analyze Assigned Reports |  |
| Full Working Committee | * Schedule APE * List of reports * Revise/create evaluations * Schedule surveys for trainees & faculty | * Review data that can already be compiled   + In-service scores   + Faculty development activities   + Board pass rate |  | * Review year-end data * Review ACGME surveys * Decide on final reports | * Analyze data * Decide which reports could use visuals for improved comprehension * Update tracking document one final time | * Final Decisions: about APE * Who will facilitate * What will be handed out at the meeting |