**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
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| 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
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