|  |  |  |
| --- | --- | --- |
| **Due Date or \**Deadline*** | **Action Item** | **Notes** |
| *Prior to Intensive Week* | Develop DNP Project Proposal Timeline | This timeline is a required tool to be used throughout the course and reviewed and signed with your DNP project team leader during DNP intensive week. |
|  | Write personal objectives | Using the objectives template, grading rubric, and course resources, create at least 6 semester objectives. Bring them to your scheduled meeting with your DNP project team leader during the DNP intensive for review and approval. |
|  | Schedule meeting during the DNP intensive week |  |
| *Intensive* | Meet with DNP project team leader | DNP project team leader’s approval of your timeline |
| *Week* |  | & objectives is required. |
|  |  |  |
| *Initial Post:* | Discussion Board 1: Methodology | Receive and provide peer critique/feedback in the |
| *[add date]* |  | discussion board. |
|  | Expand Discussion Board 1 to develop proposal methodology | Follow the DNP Project Proposal Paper Evaluation Rubric and integrate faculty and peer feedback from Discussion Board 1. |
| Email Section III draft to DNP project team leader | Email at least *six weeks*before DNP Project Proposal presentation. |

|  |  |  |
| --- | --- | --- |
| *Week 6* | Small Group Meeting | Open forum discussion for each group to serve as a time to discuss project proposal progression and ask questions to faculty and fellow group members. |
| *Initial Post: [add date]*  *Response:*  *[add date]* | Discussion Board 2: DNP Essential III: Clinical Scholarship Dissemination | This discussion board will prepare you for your project dissemination choices. You will make the choices (oral and written) on Form 2 of 3 after you present your proposal. |
| Email DNP Project Proposal Paper draft | Email to DNP project team at least *2 weeks* before DNP Project Proposal presentation.  Multiple revisions may be necessary.  Allow DNP project team leader *two weeks*to return graded DNP Project Proposal Paper. |
| *Week 9* | Small Group Meeting | You will present a PowerPoint presentation to your group for feedback in preparation for your oral presentation to your DNP project team. |
| Email Proposal Presentation Slides to DNP project team | Must be sent at least ***one week*** before proposal presentation. |

|  |  |  |
| --- | --- | --- |
| *Present no later than [add date]* | Present DNP Project Proposal presentation to DNP project team | 1. DNP project team leader in consultation with the DNP project team will complete DNP  Proposal Oral Presentation Rubric and DNP Project Proposal Evaluation Form.   1. DNP project dissemination plans will be agreed upon and identified on the DNP Project Proposal Evaluation Rubric after student presentation. Choose one option for both the written and oral presentation.   Written: journal article *or* scholarly paper and  Oral: poster *or* slides. |
| Submit IRB application | Submit application only after DNP project team leader’s approval of proposal presentation and of IRB application |
| *[add date]* | Review and provide comments reflecting attainment of personal objectives. | 1. Email evaluated objectives to DNP project team leader. 2. Obtain DNP project team leader’s required approval. 3. Revise as appropriate and submit. 4. Include in portfolio. |
| Integrate academic achievements and evidence of meeting the DNP Essentials in portfolio. | Share portfolio with DNP project team leader and small group faculty member. |
| Submit for grading:   * Graded DNP Project Proposal Paper * DNP Project Proposal Presentation * DNP Project Proposal Oral Presentation Rubric * DNP Project Proposal Evaluation Form * IRB application | Progression is contingent upon successful completion of these course requirements. |

*\*Italicized dates are required due dates for course. All other dates are a suggested timeline for the course at the discretion of the DNP project team leader.*

Student: Printed Name Signature Date

DNP Project Team Leader: Printed Name Signature Date

Developed by Karen Hande, August 1, 2015. Reprinted by permission of Karen Hande, August 13, 2017.