

How to Use the QuickStart Planning Guide

The QuickStart Planning Guide (QPG) is a hub for your planning efforts to develop an Adult Education Accelerated Model for your program. It is expected that you will attach supporting documentation and additional notes to the QPG. The point of the QPG is to get the conversation started and direct your team toward those mission critical items to make your program successful. The idea is that if you focus on these components, you can develop a successful program. The QPG is organized into 5 parts:

1. **The Pathway:** this is where you identify the crucial parts of the academic and industry components of your program. You will also identify the measurable outputs.
2. **Support Services:** in this section you will think deeply about what your institution can currently provide for your students, what you will need others to provide, and what staff you will need to deliver these supports.
3. **Recruiting:** in this section you will identify the crucial elements that will define your candidate pool.
4. **Instruction:** this is where you will identify key personnel and the activities that will make the instruction truly integrated.
5. **Transition:** finally, you will consider some crucial questions related to how the student enters the workforce and you will identify key contacts related to that transition.

Basic Directions

← If you see this, it means you either need to check what applies to your program or check when the item is complete. For items that you check that are complete, attaching documentation is important. The checkbox gives you a quick visual that planning has occurred for that item.

On “The Pathway” the “course pathway design” is the structure of the academic program your students will take. For example, a course pathway design could include a course list in a CNA program that marries to a course list in a more advanced Health Science program.

In many cases, the QPG is simply asking you to fill in the blanks with information. The importance of the QPG is that it keeps you on track for mission critical components of the planning process.