Community Manager Timeline (Before You Start)*

ID	Task Name
1	Gain Basic Understanding with CCM Guiding Documents (Strategic Plan, Business Plan, Mission and Progess Report)
2	Consider Possible Sources of Contacts in Your Community
3	Begin Thinking About the Strategic Direction of Your Community
4	Begin Thinking About the Actions That Will Be Needed To Make the Community Successful
5	Visit the Websites of Other Community Management Efforts Within the DON (NAVFAC, NAVAIR, Marine Corps, etc.)

*No one is expected to start working on CCMD projects until their official start date. However, if you happen to have some spare time the activities listed here may ease your transition to your job.

Community Strategy Building

ID	Task Name	Duration
1	Meet with Director and Deputy Director to Discuss Expectations	1d
2	Initial Official Meeting with Community Leader(s)	1d
3	Become Intimately Familiar with CCM Guiding Documents (Strategic Plan, Business Plan, Mission and Progess Report)	11d
4	Research Current Efforts By DON Components, the Air Force, and the Army to Support Your Community (This does not necessitate travel).	66d
5	Receive Training on Community Health Assessment	5d
6	Draft Strategic Plan	24d
7	Revise Strategic Plan Based on CCM and Community Leader Concerns	22d
8	Draft Business Plan	24d
9	Revise Business Plan Based on CCM and Community Leader Concerns	22d

Gathering of Competencies Part I

ID	Task Name	Duration
1	SkillsNet Training (by SkillsNet or SkillsNet Manager)	1d
2	Gather Existing Knowledges, Tools, Tasks and Competencies	75d
3	Develop Plan for Competency Measurement (With SkillsNet Manager)	23d
4	Meet With Community Leadership To Finalize Competency Measurement Plans	1d
5	Selection of STARS and Supervisors	15d
6	Initial Communications About CCM and Competency Identification Model	27d
7	Personal Contact With STARs and Their Supervisors	4d
8	Work Element Generation	7d
9	Work Element Editing (Time for this and other Community Manager processes will be highly variable depending on the number of series analyzed.)	7d

Gathering of Competencies Part II

ID	Task Name	Duration
1	Personal Notification of STARs and Their Supervisors for Work Element Review	3d
2	Work Element Review by STARs	6d
3	Work Element Finalization	3d
4	Personal Notification of SkillObject Generators (STARs)	2d
5	SkillObject Generation (STARs)	5d
6	Skill Object Editing	3d
7	Communication about Task Tool and Knowledge Survey	15d
8	Task Tool and Knowledge Survey	5d
9	SkillObjects Assigned to Critical Work Functions (Supervisors)	1d
10	SkillObjects Assigned to Critical Work Functions	3d
11	Existing Competencies Assigned to SkillObjects	4d

Building on Competencies

ID	Task Name	Duration
1	Preparation of Initial Findings for Website	21d
2	Creation of Community Career Ladder (Including Working With Other CMs to Create Linkages Among Communities	21d
3	Competencies Released on Website	1d
4	Creation of Career Roadmap and Career Template	30d
5	Evaluation of Existing Developmental Programs or Creation of Proposals for New Ones Based on Competency Findings	85d