**Dates for ICAT activity plan - Example**

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| **Activity** | **Date/s** | **Plans and Responsible person** |
| Planning meeting |  | Working Group and DVC Academic |
| ICAT/ Capacity Café Workshop with Student Success Team/Committee Awareness  (1-hour meeting – to build buy-in and stewardships) |  | Workshop with Student Success Committee on ICAT and Capacity Café workshops. Coach and project lead to make presentations and ask members to encourage participation in their area of responsibility. |
| Awareness / Communication of ICAT to the entire University  (one - week or two weeks of different forms of massages or webinars) |  | DVC to send the info to get buy-in from staff. Communication to most of the VUT Committee meetings. For example, prepare invitations from VC and/or DVC – a video is a good idea on top of an email communication (some templates are available) |
| Invitation to participate in the assessment |  | DVC Academic’s Office: Invitation to participate in ICAT and announcement of dates of Capacity Café. |
| Creation of the Pin and dates |  | Project Lead |
| Start date for the assessment  (Open the assessment for two to three weeks.) |  | Identify people who will be contact person/s to respond to questions. Send the assessment link to participants from the DVC or executive email. |
| Reminder to complete the assessment |  | DVC’s Office - facilitated by ........ |
| End date for ICAT assessement |  | DVC sends a thank you email for completing the ICAT. |
| Request ICAT results |  | The project lead to download the results or request the results from SAIDE. |
| Prepare analysis of results. |  | Working Group, DVC and Coach Workshop and select priorities (if focus on some priorities necessary), prepare presentations and questions for use in Capacity Café |
| Planning Meeting for Capacity Cafe |  | Working Group and Coach to pre-plan the programme; appoint notetakers and facilitators; train notetakers and facilitators; set up the online room / physical rooms |
| Date for Capacity Café workshops |  | Identified team (Project lead, Facilitators, Scribers and Administrator) – Lead to check for no competing institutional activities. Preferably half day or Full day, depending on the planning meeting and number of capacity areas to discuss |