NWCG Course Timeline Checklist

COURSE: _____   **DATES:** _____

Suggested Time Sequence	Preparation Activities **Items to Complete**	Date Completed

12 months	☑ Identify Course
	  ☑ Purpose
	  ☑ Target audience
	  ☑ Establish an appropriate delivery date (consider start and end times that allow for travel as well as cadre meetings).
	  ☑ Course objectives
	  ☑ Course prerequisites	

	☑ Secure Location and Equipment
	  ☑ Number of students, instructors, observers, and role players
	  ☑ Classroom space and arrangement
	  ☑ Instructional media equipment
	  ☑ Computer support
	  ☑ Comfortable training environment
	  ☑ Wall space
	  ☑ Acoustics
	  ☑ Room availability
	  ☑ Security requirements
	  ☑ Restrooms and smoking area
	  ☑ Restaurants and hotels
	  ☑ Staff ride locations
	  ☑ Sand table availability and portability	

	☑ Identify Necessary Organizational Structure
	  ☑ Select and confirm the lead instructor
	  ☑ Unit instructors
	  ☑ Adjunct instructors
	  ☑ Logistics coordinator
	  ☑ Fiscal coordinator
	  ☑ Request guest speaker(s)	

Suggested Time Sequence	Preparation Activities Items to Complete	Date Completed

7 months	☑ Issue Course Announcement
	    ☑ Purpose of the course
	    ☑ Objectives
	    ☑ Target audience and course prerequisites
	    ☑ Nomination process
	    ☑ Course coordinator, phone number, and email address
	    ☑ Nomination deadline
	    ☑ Course dates
	    ☑ Costs
	    ☑ Location	

5 months	☑ Arrange for Lodging and Transportation (if needed)	
	☑ Review Course Package	
	☑ Select Date for Initial Cadre Call	

4 months	☑ Obtain Course Materials
	    ☑ Digital files (presentations, videos, etc.)
	    ☑ Instructor guides
	    ☑ Student workbooks
	    ☑ Handouts and forms
	    ☑ Additional publications
	    ☑ Supplies	

Suggested Time Sequence	Pre-Course Activities Items to Complete	Date Completed

3 months	☑ Receive nominations and select students (follow the standard nomination process located on the Wildland Fire Leaning Portal [WFLP] https://wildlandfirelearningportal.net/).
	  ☑ Verify prioritization
	  ☑ Create and distribute pre-selection letter when appropriate	

2 months	☑ Notify Students of Selection ☑ Create and distribute selection letter (may be accomplished by email, or via the Wildland Fire Learning Portal).	

	☑ Conduct Initial Cadre Meeting or Conference Call
	  ☑ Coordinate course materials and presentations
	  ☑ Finalize logistical support requirements
	  ☑ Finalize time schedules and course agenda
	  ☑ Review student profiles, if used
	  ☑ Obtain instructor biographies and contact information
	  ☑ Review experiential learning sessions:
	    ○ Sand table exercise
	    ○ Staff ride
	    ○ Simulation materials
	    ○ Role players
	    ○ Site for field training
	    ○ Radios/frequencies/communications equipment (Follow established policy and procedures for use of radio equipment and frequencies.)
	  ☑ Review course materials for policy changes, software updates, etc., and update as needed	

1 month	☑ Assess Pre-Course Work or Grade Exam	
	☑ Review Logistical Details	

	☑ Submit Miscellaneous Requests
	  ☑ Kits
	  ☑ Supplies
	  ☑ Comp time and/or overtime	

Suggested Time Sequence	Pre-Course Activities Items to Complete	Date Completed

3 weeks	☑ Prepare Course Materials
	
	   ☑ Student materials (handouts, workbooks, etc.)
	   ☑ Electronic presentations
	   ☑ Agenda
	   ☑ Roster
	   ☑ Name tags and/or desk tents
	   ☑ Course completion certificates	

1 day	☑ Set Up the Classroom
	
	   ☑ Audio: Plug in everything and test it. Is the sound working? Locate controls and volume. Are there enough microphones and extra batteries? Are cords long enough? Is feedback a problem? Does outside noise need to be addressed?
	   ☑ Projection screen: Is the screen large enough? Is the image squarely projected? Electrical control tested? Are there stage curtains?
	   ☑ Projection station: Is it high enough? Wide enough? Correct distance from the screen? Are extension cords or remote control needed?
	   ☑ Lectern: Check height and light. Is a pointer needed?
	   ☑ Platform risers: Is there a panel presentation? Will presenters need to be elevated so all students can see them?
	   ☑ Room lights: Where are the light switches? Is the room dark enough for projecting? Does light from the doorway hit the screen?
	   ☑ Ventilation: Will the temperature remain comfortable? How are air conditioning and heat controlled?
	   ☑ Seating: Is the front row no closer than two screen widths? Is the last row no further than six screen widths?
	   ☑ Name tags and/or desk tents: Set up student name tags or provide blank ones for students to write on.
	   ☑ Equipment and supplies: Guard against breakdown. Obtain extra bulbs, sufficient extension cords, backup computer(s), and extra batteries, flip chart paper, markers, assorted office supplies, clock, trash can, etc.	

	☑ Conduct Pre-Course Cadre Meeting and Rehearsal	

Suggested Time Sequence	Course Activities Items to Complete	Date Completed

00	☑ Start Course
	   ☑ Start on time
	   ☑ Cover logistics and ground rules
	   ☑ Provide emergency contact information
	   ☑ Introduce the opening speaker
	   ☑ Conduct icebreaker	

	☑ Conduct Course
	   ☑ Maintain availability
	   ☑ Evaluate
	   ☑ Respond to needs, gather feedback, conduct daily cadre meetings, take coordinator notes, assess student comprehension, and monitor progress, follow evaluation criteria, and ensure students complete unit/course feedback forms.	

	☑ End Course
	   ☑ Distribute course completion certificates
	   ☑ Distribute payment receipts, if applicable
	   ☑ Thank students
	   ☑ Conduct course closeout cadre meeting
	   ☑ Gather instructor materials	

Suggested Time Sequence	Post-Course Activities Items to Complete	Date Completed
2+ weeks	☑ Prepare Record of Course Completion 　☑ Notification of completion/non-completion	
	☑ Prepare and Send Thank You Letters 　☑ Send letters to all individuals who participated in presenting the course	
	☑ Complete and Submit Course Evaluations 　☑ Document problems or recommendations regarding the course content on the Training Course 　☑ Evaluation form	
	☑ Complete and File Course Package	