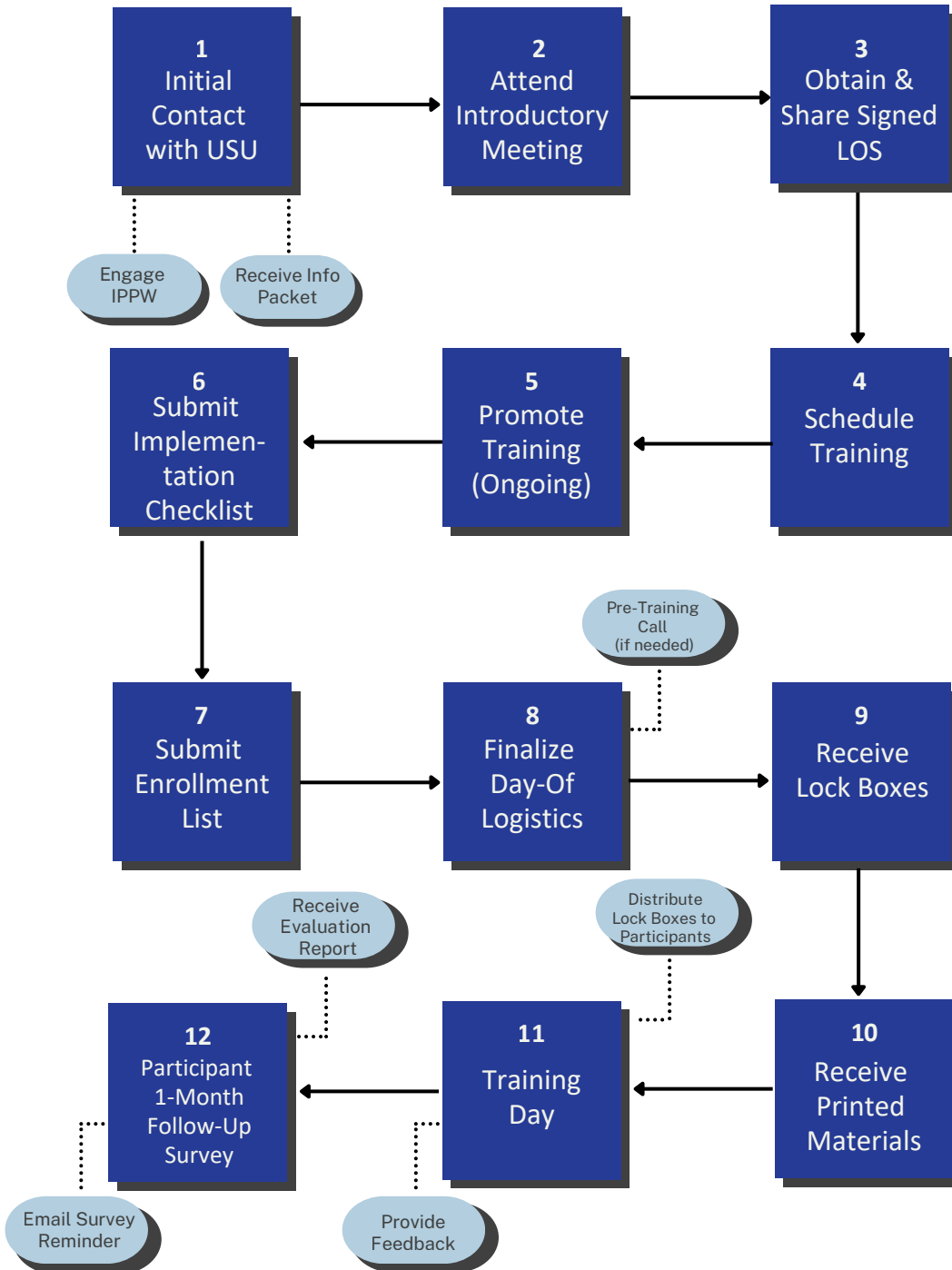


PROJECT SAFE GUARD

S/T/DC IMPLEMENTATION GUIDE

FLOW CHART & TIMELINES



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KEY TIMELINES

Step	Task	Timeline
3	Share signed LOS	90+ days prior to projected training date(s)
6	Submit completed Implementation Checklist	Within 10 days of receipt; 60+ days prior to training
7	Submit enrollment List	14+ days prior to training
8	Receive pre-training logistics email	1+ days prior to training
9	Receive lock boxes	1+ days prior to training
10	Receive printed materials	1+ days prior to training
11	Distribute Lock Boxes to Participants	On Training Day, or after if needed
11	Pre/Post survey completion	Day of training
11	Pre/Post survey compensation	Within 3 business days of completion
12	Follow-up survey email reminder	1 day before follow-up survey
12	Follow-up survey completion	1 month after training
12	Follow-up survey compensation	Within 3 business days of completion
12	Receive evaluation report	3 months after training