**Precedent Work Plan**

**(e.g. Public Legal Education Project)**

|  |  |  |
| --- | --- | --- |
| **Deadline**  | **Action** | **Done** |
| By October 1  | By this date I will have met with my organization supervisor to review the nature of my assignment, and discuss supervision, work product and expectations. I will finalize a presentation topic(s) with my organization supervisor. |  |
| By October 7  | I will have emailed my presentation topic(s) to my supervising lawyer and ask him / her to confirm. I will have also scheduled a meeting with my lawyer supervisor so that he / she can provide me with guidance as to sources / direction. |  |
| By October 14 | I will have met with my lawyer supervisor. |  |
| By October 21  | I will have started to research and prep my presentation(s). |  |
| By November 7 | I will check-in with my organization supervisor and lawyer supervisor with an overview of progress made on the presentation(s). I will ask my organization and lawyer supervisors for feedback. |  |
| By November 30 | I will submit my completed research / presentation outline(s) to my supervising lawyer and organization supervisor. |  |
| By January 7  | By this date I will have followed up with my organization and lawyer supervisors and ensured that they have provided me with feedback for revisions.  |  |
| By January 15 | By this date I will have provided my organization supervisor my class schedule and availability for the purpose of scheduling PLE practice run-throughs and presentation(s).  |  |
| By January 25 | I will have completed any additional research required and made all revisions. By this date I will also submit my revised presentation(s) to my lawyer and organization supervisors for final review.  |  |
| By February 1 | By this date I will ensure that my organization supervisor has provided me with a confirmed schedule of presentation(s). |  |
| By February 1 – February 18 | Between these dates, I will complete a practice run-through of my PLE presentation(s) with my organization supervisor.  |  |
| By February 21 | I will begin presenting my PLE workshop(s).  |  |
| By March 25 | My PLE presentation(s) will have been completed. |  |