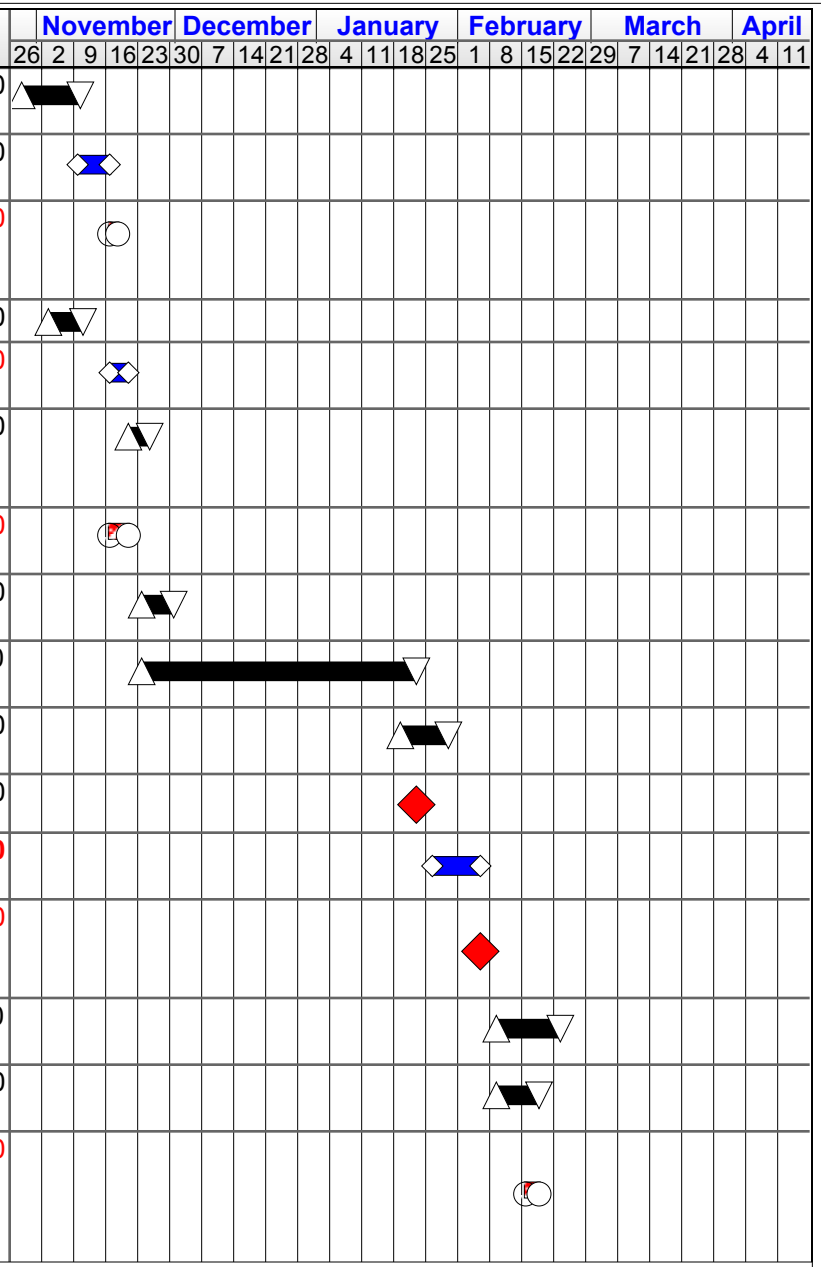
Northwest Florida State College President - Search Schedule

	Activity Name	Start Date	Finish Date	Duration (Days)
1	RPA Inc. conducts research and begins preparing for the search	10/28/15	11/10/15	9.00
2	NWFSC gathers information materials and prepares for the on-site position assessment	11/9/15	11/16/15	5.00
3	RPA Inc. visits NWFSC to conduct an on-site position assessment, public information sessions, and listening sessions	11/16/15	11/18/15	2.00
4	RPA Inc. develops the advertisement	11/3/15	11/10/15	6.00
5	Search Advisory Committee reviews and approves the advertisement	11/16/15	11/20/15	5.00
6	RPA Inc. places the approved advertisement at locations selected by the Search Advisory Committee	11/20/15	11/25/15	3.00
7	RPA Inc. and NWFSC develop the position prospectus	11/16/15	11/20/15	4.00
8	RPA Inc. sends the promotional mailing and personally announces the opportunity	11/23/15	11/30/15	6.00
9	RPA Inc. networks with prospective candidates and builds the candidate pool	11/23/15	1/22/16	44.00
10	RPA Inc. conducts telephone prequalifying interviews	1/19/16	1/29/16	8.00
11	Advertised deadline for the first review of candidates	1/22/16	1/22/16	0.00
12	**Search Advisory Committee reviews the candidate pool via a password protected website**	**1/26/16**	**2/5/16**	**8.00**
13	RPA Inc. meets with the Search Advisory Committee to select semifinal candidates to be interviewed by RPA Inc.	2/5/16	2/5/16	0.00
14	RPA Inc. conducts reference checking on selected semifinal candidates	2/9/16	2/23/16	10.00
15	RPA Inc. interviews with selected semifinal candidates	2/9/16	2/18/16	7.00
16	RPA Inc. collects candidate "homework" assignments from all semifinalist candidates and posts to the password protected website for the Search Advisory Committee to review	2/15/16	2/18/16	4.00



Milestone Activity

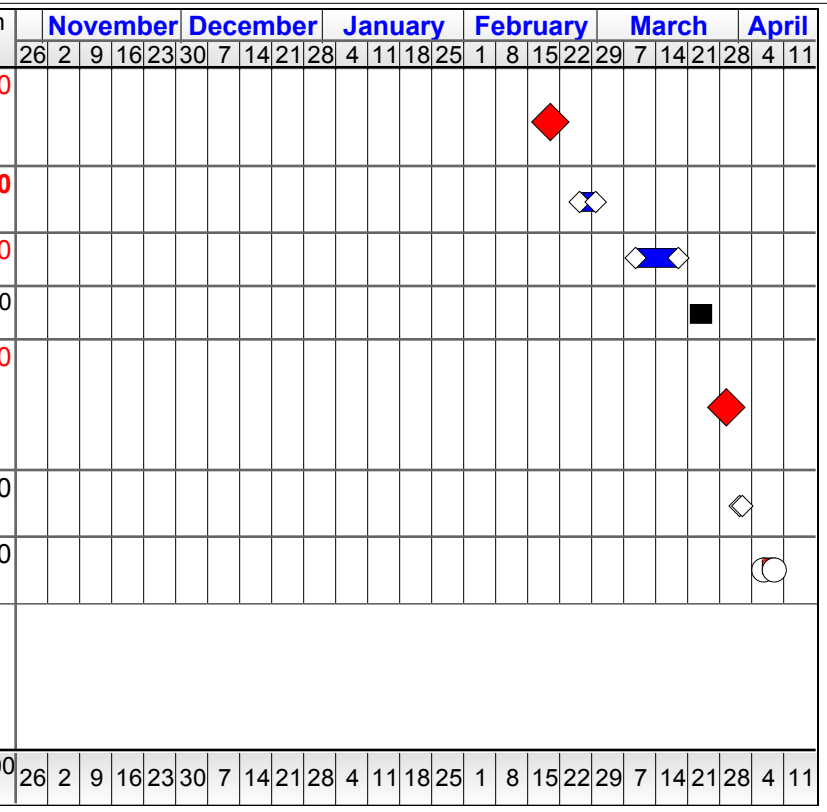
Client Activity

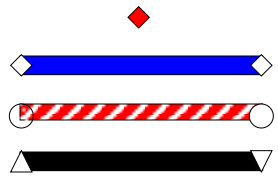
Client and RPA Inc. Activity

RPA Inc. Activity

Northwest Florida State College President - Search Schedule

	Activity Name	Start Date	Finish Date	Duration (Days)
17	RPA Inc. meets with the Search Advisory Committee to review the results of the semifinalist interviews and select candidates for neutral-site interviews	2/19/16	2/19/16	0.00
18	**Search Advisory Committee's neutral-site (airport) interviews (2/26 and 2/27)**	**2/26/16**	**2/29/16**	**2.00**
19	Potential on-site interviews	3/9/16	3/18/16	7.00
20	NWFSC Spring Break	3/21/16	3/25/16	5.00
21	RPA Inc. meets with the Search Advisory Committee to review the results of the on-site interviews and select finalist candidates to recommend to the Board of Trustees	3/29/16	3/29/16	0.00
22	NWFSC Board of Trustees selects winning candidate	4/1/16	4/1/16	1.00
23	Announcement of candidate contract acceptance	4/6/16	4/8/16	3.00
				T: 139.00





Milestone Activity

Client Activity

Client and RPA Inc. Activity

RPA Inc. Activity