

**Appendix H: Task Management Plan  
Phase I  
April 1, 2002 to June 30, 2003**

<b>TASK</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>PeRA1onnel Assignment<sup>1</sup></b>
<b>Goal 1. Automated data collection and prep for site visits</b>																
• Begin IRB approval process																PI, AA
• Finish pulling samples																C, PI
• contact ESPI / LEDs for data																PI, RA1, AA
• Conduct Privacy TRA2ining																PI, RA1, AA, RA2, DE
• Get full automated data files																
• Create data collection forms (automated vs hard copy)		WA	WA	WA	FL	FL	TX	TX	TX	SC	SC	SC	IA	IA		PI, RA1, AA
➤ Data collection forms																AA
<b>Goal 2. Site visits and manual data collection</b>																
• Collect site variables			WA	WA	WA	FL	FL	TX	TX	TX	SC	SC	SC	IA	IA	PI, RA1
• Collect data from hard copy files			WA	WA	WA	FL	FL	TX	TX	TX	SC	SC	SC	IA	IA	PI, RA1
• Enter Missing Variables																DE
• Create variable definitions as we collect data																PI, RA1
• Collect qualitative data on how the 3 matched set matches																PI, RA1
➤ Research notes for final report																PI, RA1, RA2
<b>Reporting requirements</b>																
➤ Prepare Progress Report 1																RA2
➤ Prepare Progress Report 2																RA2
➤ Presentation to American Society of Criminology																PI, RA1

PI - Dr. Cindy Smith

DE - Data Entry

C - Consultant

➤ Indicates a product

• Indicates a task

RA1 - Research Assistant 1

RA2 - Research Assistant 2

AA - Administrative Assistant

**Phase II**  
**July 1, 2003 to February 28, 2004**

TASK	7	8	9	10	11	12	1	2	PeRA1onnel Assignment <sup>2</sup>
Reporting requirements									
Prepare Progress Report 3	•								RA2
Presentation to American Society of Criminology					•				PI, RA1
Analyze data	•	•	•						PI, RA2
Variable definitions from each state's data	•	•	•						PI, RA1
Qualitative comparison for each state		•	•						PI
Prepare DRA2ft Final Report		•	•	•					PI, RA1, RA2
Prepare data for ICPSR				•					PI, RA2
Send DRA2ft Report to the States					•				PI
Make changes based on States Response						•			PI, RA1, RA2
Submit DRA2ft to BJA							•		PI
Wait for dRA2ft final report to return							•		PI
Complete Final Report and submit to BJA								•	PI

---

PI - Dr. Cindy Smith  
 DE - Data Entry  
 C - Consultant  
 > Indicates a product  
 • Indicates a task

RA1 - Research Assistant 1  
 RA2 - Research Assistant 2  
 AA - Administrative Assistant