

90-Day Roadmap (General Cases)

Pick the top three scorecard priorities and execute them in 90 days. Every item should leave a paper trail: dates, certificates, drafts, chronos, or mailing receipts.

Critical deadline

The packet should be complete and mailed so that it arrives at the Board at least 15 days before the hearing date.

Plan backwards from that date. If the hearing is in 12 weeks, the packet must be in the mail no later than roughly week 10 — which is why Weeks 9–10 below are the polish phase, not the drafting phase.

Timeframe	Focus	Deliverables
Weeks 1–2	Record review + strategy	▶ Identify top 3 readiness gaps from the scorecard ▶ List evidence needed to close each gap (certificates, chronos, letters) ▶ Draft case narrative / change story (first pass) ▶ Confirm hearing date and count back 15 days for mailing deadline
Weeks 3–4	CRA alignment + insight	▶ Complete a CRA understanding sheet (each finding addressed in writing) ▶ Draft insight statement covering commitment offense(s) and any serious RVRs ▶ Identify causative factors and link them to current programming ▶ Begin victim-impact reflection in writing
Weeks 5–6	Management plans (core)	▶ Criminal thinking plan (triggers, patterns, interventions) ▶ Stress / emotional regulation plan ▶ Challenges upon release plan (anticipated pressures + responses) ▶ Relapse prevention plan if substance use is in history
Weeks 7–8	Reentry realism	▶ Housing plan with primary address and at least one backup

		▶ Employment / income plan with concrete leads or programs ▶ Financial plan (first 90 days budget, ID/benefits checklist) ▶ Community supports list with contact info and roles
Weeks 9–10	Packet polish + letters	▶ Send support-letter guidance to all writers with deadline ▶ Begin final edits on insight statement and management plans ▶ Build packet table of contents and tabbing plan ▶ Schedule first mock hearing
Weeks 11–12	Finalization + hearing readiness	▶ Assemble final packet with tabs and table of contents ▶ Mail packet to arrive at least 15 days before the hearing ▶ Complete two to three mock hearings ▶ Review likely Commissioner questions and refine answers

Weekly Progress Log

Use this space to record weekly deliverables, dates completed, and evidence filed.

Week	Date completed	Deliverable	Evidence / file location
1			
2			
3			
4			
5			
6			
7			

Week	Date completed	Deliverable	Evidence / file location
8			
9			
10			
11			
12			