|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Communication Type** | **Objective of Communication** | **Medium** | **Frequency** | **Audience** | **Owner** | **Deliverable** |
| 1 | Department Briefings | * Introduce the project team and the project
* Review project objectives and management approach
* Review the department members’ participation roles
 | * Face to Face
 | Once for each department(DHS, DPI, DCF) | * Department contacts (many levels)
* Project Sponsors
* Project Team
 | Carol Eichinger | * Agenda
* Powerpoint Presentation
 |
| 2 | Project Team Meetings | Review status, deliverables and future plans of the project with the team | * Face to Face
 | Monthly | * Project Team
 | Carol EichingerJune Fox | * Agenda
* Other documents as appropriate
 |
| 3 | ECAC Meetings | * Report status
* Ask for advice/participation
 | * Face to Face

(large conference setting) | Quarterly | * ECAC
* Selected project team members
 | ECAC | * Slides for presentation by appropriate team member per subject
* Deliver presentation
* Deliver various reports per subject
 |
| 4 | Data Roundtable  | * Introduce the project team and the project
* Review project objectives and management approach
* Review the participants roles and the objectives for the day
* Present the 5 “big questions” and allow the guest facilitator to drive out the extensive list of underlying questions
* Tie in underlying questions with planning session for project team with stakeholders
 | * Face to Face

(large conference setting – provide food/beverages, off-site, guest facilitators) | Once: Day-Long session | * Department contacts (many levels)
* Project Sponsors
* Project Team
* Outside agencies
* Parents
* Teachers
* Other stakeholders
 | Carol Eichinger | * Extensive list of question to be answered by our future EC LDS
* Planning Session Results
* Report of results of the day from our national expert facilitators
 |
| 5 | IT Discussions | * Introduce the project team and the project
* Review project objectives and management approach
* Confirm Current WI Landscape List of Programs, Funding Sources and Systems with IT leaders for each of the three departments
* Collect the names of IT data experts for each of the three departments, to drill deeper into the data (for number 6 below)
 |  | Once for each department(DHS, DPI, DCF) | * Department contacts (leaders only)
 | June Fox | * Contact names: IT data experts
 |
| 6 | Gathering Source Data Elements | * To gather data elements per our 10 fundamental components
* To gather answers regarding data accessibility, quality, transferability
* To identify data gaps
 | * Face to Face Interview and Survey
 | As Needed (plan is one or two contacts per person)  | Individual IT Data Experts in DPI, DHS, DCF | June Fox | * Matrix of answered questions (survey questions)
* Completed Inventory Document of early childhood programs and services and the data currently collected by them (source data information)
* Summary report of all data elements across programs and systems
 |
| 7 | Weekly Review Meetings | * Project Status
* Project Planning
* News that may affect our project
* Idea sharing
* Tips and Advice
* Review of deliverable drafts
 | * Face to Face
 | Weekly – each Monday | * Jill Haglund
* Carol Eichinger
* June Fox
* Kurt Kiefer
 | * Jill Haglund
* Carol Eichinger
* June Fox
* Kurt Kiefer
 | * Informal information sharing
 |
| 8 | Brown County LDS Initiative | * Sharing and collaboration regarding our parallel efforts
* Possible volunteer to pilot at state level
 | * Face to Face or
* Conference Call
 | Periodic  | * Participate with Brown County group
 | * June Fox
* Carol Eichinger
 | * Share learning with project team
 |
| 9 | Racine County LDS Initiative | * Sharing and collaboration regarding our parallel efforts
* Volunteered to pilot at state level
 | * Face to Face
 | Periodic  | * Participate with Racine County group
 | * June Fox
* Carol Eichinger
 | * Share learning with project team
 |
| 10 | Milwaukee Public Schools LDS Initiative | * Sharing and collaboration regarding our parallel efforts
* Possible volunteer to pilot at state level
 | * Face to Face
 | Periodic  | * Participate with MPS group
 | * June Fox
* Carol Eichinger
 | * Share learning with project team
 |
| 11 | Chippewa Falls LDS Initiative | * Sharing and collaboration regarding our parallel efforts
* Possible volunteer to pilot at state level
 | * Face to Face or
* Conference Call
 | Periodic  | * Participate with Chippewa Falls group
 | * June Fox
* Carol Eichinger
 | * Share learning with project team
 |
| 12 | Washington DC Conference – 11/28 and 11/29 – Sponsored by Intelligence for Social Policy (ISP) | * Information on the integration of Education, Health and Human Services Data to Inform Public Policy – focus is HIPAA, FERPA, research ethics, data quality and integration strategies
* Networking Opportunity, especially with Milwaukee Public Schools LDS Initiative
 | * Face to Face
 | Once | * attend and participate
 | * June Fox
 | * Bring back conference learning, contacts, information
* Bring back notes to share regarding Milwaukee Public Schools LDS efforts
 |
| 13 | Washington DC Conference – 11/14, 11/15, 11/16 – Sponsored by SLDS State Support Team and SLDS EC Work Group | * Information on EC Self-Assessment Tool and other EC LDS learnings
* Networking Opportunity
* Participation on development of a tool to assist States in the development of an statewide LDS
* Opportunity to pilot the tool in WI
 | * Face to Face
 | Once | * attend and participate
 | * Carol Eichinger
 | * Bring back conference learning, contacts, information
* Bring back info on tool and on WI becoming a pilot for tool
 |
| 14 | Website | * Overview of the project and the project team
* Overview of project objectives and management approach
* Monthly Status Reports
* Charter and other significant project documents
* Announcements
 | * Written content
 | Continuous public access | * General public
 | * June Fox
* Carol Eichinger
* Project Team
 | * Completed web page(s)
 |
| 15 | H:// drive project folder | * All required project documents, deliverables and supporting documents for access by immediate DPI project team
 | * Documents
 | As needed and stored permanently for historical reference | * Immediate DPI project team
 | * June Fox
* Carol Eichinger
* Other immediate DPI team members
 | * All required project document and deliverables – stored permanently for historical reference
 |
| 16 | Doodle Poll | * Polls for scheduling of meetings with people outside of DPI Outlook Calendar
 | * Poll via email
 | As needed | * Project stakeholders outside of DPI
 | * Any team member with a need to use poll
 | * Poll delivered and responded to – for use in meeting scheduling
 |
| 17 | Monthly Project Status Report | * accomplishments,
* plans for next period,
* highlight any project issues
 | * email document (standard template) to Kurt Kiefer
 | Monthly | * Kurt Kiefer
* General Public
 | * Carol Eichinger
 | * Status report document – stored in project folder (H:// drive), stored on project website and emailed to Kurt Kiefer
 |
| 18 | SLDS Bi-Monthly Calls (both FY09 and FY09 ARRA Updates) | * accomplishments,
* plans for next period,
* highlight any project issues
 | * Conference Call
 | Every other month | * NCES (Washington DC)
 | * Kurt Kiefer
* June Fox
 | * Report into the Grant Reporting tool
 |
| 19  | SLDS Grant Review Meetings | * Project accomplishments
* Project plan
* project issues
* presentations of project deliverables to date
* discussions of relevant topics
 | * Face-to-face
 | Annual week-long meetings | * NCES (Washington DC)
 | * Kurt Kiefer
* June Fox
* Carol Eichinger
 | * Report into the Grant Reporting tool
 |
| 20 | LDS Steering Committee Meetings  | * Present our project status and any other relevant news
* Hear other LDS project leadership report on status
* Take action on opportunities for data and knowledge sharing
* Understand the relationships of various LDS project timelines relative to our project timeline
* Stay abreast of strategic thinking within the LDS
 | * Face-to-face
 | Monthly | * LDS Steering Committee
 | * Kurt Kiefer
* Jill Haglund
* June Fox
* Carol Eichinger
 | * Project status
* Other news as relevant
 |
| 21 | All-IT DPI Meetings | * Present our project status and any other relevant news
* Hear other IT project leadership report on status
* Take action on opportunities for data and knowledge sharing
* Understand the relationships of various IT project timelines relative to our project timeline
* Stay abreast of strategic thinking within IT
 | * Face-to-face
 | Monthly | * DPI IT Department
 | * Kurt Kiefer
* June Fox
 | * Project status
* Other news as relevant
 |
| 22 | All-Staff Division Meetings | * Present our project status and any other relevant news
* Hear other Division project leadership report on status
* Take action on opportunities for data and knowledge sharing
* Understand the relationships of various Division project timelines relative to our project timeline
* Stay abreast of strategic thinking within the division
 | * Face-to-face
 | Quarterly | * Division for Libraries, Technology, and Community Learning (DLTCL)
 | * Kurt Kiefer
* June Fox
 | * Project status
* Other news as relevant
 |
| 23 | Project Work Groups (Sub-Committees):Personnel will make up these workgroups as appropriate to the topics. These will include ECAC volunteers, Data Roundtable volunteers, Project Team volunteers, agency program volunteers and agency IT volunteers  | * To drive out options on a topic and make a recommendation. Topics are:
	1. Capacity
	2. Unique IDs
	3. Stakeholders and Sustainability
	4. Governance
	5. System Architecture
	6. Timeline For Adding Data To EC LDS
 | * Face-to-face
 | As needed to accomplish final draft of Decision Paper | * Ultimately, the ECAC - the Decision Papers will be attached to the final project plan presented to the ECAC
 | * June Fox
* Carol Eichinger
 | * Decision Paper on the topic
 |
| 24 | Final Project Plan | * Fulfills the scope of the Project Charter for this project.
 | * Report
 | Due June 30, 2013  | * ECAC
* General Public
 | * June Fox
* Carol Eichinger
 | * Final Report to ECAC
 |
| 25 | State Support Team Early Childhood Listserv  | * To communicate ideas between states currently working on an EC LDS
* Knowledge sharing in various forms originate from questions presented here
 | * Listserv
 | As needed | * State Teams
 | * June Fox
* Carol Eichinger
 | * Information will be used from states farther ahead of WI – to inform our team and to add to decisions made regarding our own direction
 |