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|  | **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 Eichinger  June 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 |