

Grantee Name: Puget Sound Educational Service District

Project PM - Project Management

Project Goals/Desired Outcomes: To provide the Road Map Consortium with the necessary project management and fiscal management capacity to effectively implement of all projects identified in the grant application.

Narrative: Project management will be responsible for the overall leadership and management of the RTT-D grant and will be responsible for staffing the Consortium's Executive Committee. Project management will also be responsible for fiscal management and reporting of grant expenditures. Monitoring and reporting progress on project implementation and performance will be an ongoing activity of the Jessica de Barros, Project Director and project staff.

Key Goals & Performance Measures: *Decreasing Achievement Gaps (Reading & Math); College Enrollment Rates; % of students in Very Good or Exemplary Schools; Students with Highly Effective Teacher and Principal; Students with Effective Teacher and Principal; % of Students "Ready to Succeed in School by Kindergarten" WAKIDS; Washington State 3rd Grade Reading Assessment; Washington State Math Assessment (4th – 8th Grades); 8th Grade Enrollment in Algebra or Higher; Washington State Science Assessment (5th & 8th Grades); Student Motivation and Engagement Survey; % Submitted FAFSA; % Completed FAFSA; Minimum College Requirements; College Graduation Rate; AP or IB Students; 9th Grade Suspensions and Expulsions; 5-Year High School Graduation Rate; Remediation Rate (2 & 4 Year institutions, Math & English)*

Changes in Goals & Performance Measures From Original Application: *No Performance Measures were assigned in Original application.*

Cross-reference to other projects: Project Management will have a direct and ongoing impact on achieving the outcomes of all Projects and Commitments.

Activities for Project 1

Item	Activities, Tasks, Milestones, and Deliverables	Key Personnel	Start Date (mm/dd/yy)	End Date (mm/dd/yy)	Status Choose: Not Begun, In Progress, or Complete: mm/dd/yy	In Progress Status Choose: Ahead; On-track; Off- track; Immediate attn reqd	Notes	Dependent Activities (in other projects)	Budget Reference	Change from application (includes pg. reference)	Rationale for change	Implications on other activities, performance measures, and budget?
10	<i>Project 1</i>											
10.1	Activity: Establish and Facilitate Executive Committee											
10.1.1	Task 1.1.1: Develop and execute a process for electing members of the Road Map Consortium to the Executive Committee.	PSESD Supt.	1/5/13	1/10/13								
10.1.2	Task: Implement the election process for the Executive Committee.	PSESD Supt.	1/10/13	1/28/13								
10.1.3	Task: Elect Executive Committee.	PSESD Supt.	1/28/13	2/1/13								
10.1.4	Task: Develop Executive Committee operating norms and bylaws for Committee review and adoption.	Jessica de Barros, Project Director	3/30/13	4/30/13								
10.1.5	Task: Create a system for ongoing communication with the Executive Committee to keep them informed and engaged.	Jessica de Barros, Project Director	4/15/13	5/15/13				PM 8 Other Communications				
10.1.6	Task: Schedule monthly Executive Committee meetings for the 2013-14 school year	Jessica de Barros, Project Director, Troy Prince, Executive Assistant	6/1/13	9/1/13								
10.1.7	Task: Schedule monthly or quarterly Executive Committee meetings for the 2014-15 school year	Jessica de Barros, Project Director, Troy Prince, Executive Assistant	6/1/14	9/1/14								
10.1.8	Task: Schedule monthly or quarterly Executive Committee meetings for the 2015-16 school year	Jessica de Barros, Project Director, Troy Prince, Executive Assistant	6/1/15	9/1/15								
10.1.9	Task: Schedule monthly or quarterly Executive Committee meetings for the 2016-17 school year	Jessica de Barros, Project Director, Troy Prince, Executive Assistant	6/1/16	9/1/16								
10.1.10	<i>Deliverable: Executive Committee Operating Norms & Bylaws</i>	Jessica de Barros, Project Director	5/23/13	5/23/13								
10.1.11	<i>Milestone: Executive Committee meetings scheduled for 2013-14 school year</i>	Jessica de Barros, Project Director, Troy Prince, Executive Assistant	9/1/13	9/1/13								

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10.1.12	Milestone: Executive Committee meetings scheduled for 2014-15 school year	Jessica de Barros, Project Director, Troy Prince, Executive Assistant	9/1/14	9/1/14								
10.1.13	Milestone: Executive Committee meetings scheduled for 2015-16 school year	Jessica de Barros, Project Director, Troy Prince, Executive Assistant	9/1/15	9/1/15								
10.1.14	Milestone: Executive Committee meetings scheduled for 2016-17 school year	Jessica de Barros, Project Director, Troy Prince, Executive Assistant	9/1/16	9/1/16								
10.2	Activity: Staff the Consortium Grant Project Plan						Project Director did not begin until 3/25/2013			Updated salaries and benefits and related costs for ESD employees to lead efforts of PM project, updated start dates for employees in this project, and changed Program Specialist to Executive Assistant For years 2-4, moved funds from P2 to PM to support 0.25 FTE Program Specialist, moved 0.75 FTE Program Specialist from P3 to PM, and moved 0.08 FTE Program Specialist from P6, 0.08 FTE Program Specialist from P7, and 0.08 FTE Program Specialist from P8 to PM	Executive Assistant needed to schedule and support staffing of the Executive Committee and to support communications and stakeholder engagement efforts. Program Specialist positions moved to PM to streamline all RTT administrative support within one program and budget.	Costs from Supplies moved from P4 to reflect increased salaries of Project Director and Executive Assistant (\$17,564) Moved \$176,925 moved from P3 to PM to consolidate all administrative support in PM. \$58,975 moved from P2 to PM for overall RTT administrative support \$20,755 moved from P6 to PM to consolidate all administrative support in PM. \$20,297 moved from P7 to PM to consolidate all administrative support in PM. \$20,788 moved from P8 to PM to consolidate all administrative support in PM.
10.2.1	Task: Hire Project Director	PSESD Supt., Exec. Dir. HR	2/1/13	4/20/13					PM Personnel & Fringe Benefits			Salary increased to match agency band
10.2.3	Task: Hire Fiscal Coordinator	Amy Fleming, Dir. Business Svcs, Jessica de Barros, Project Director	3/1/13	5/15/13								
10.2.4	Task: Hire Executive Assistant	Jessica de Barros, Project Director, Denise Alteimer, Exec. Dir. HR	4/15/13	6/1/13					PM Personnel & Fringe Benefits	PM Program Specialist position changed to Executive Assistant (p. 244)	Skill set needed to manage multiple projects was a better fit with this position	Salary increased to match agency band
10.2.5	Milestone: Project management staff positions hired.	Jessica de Barros, Project Director	6/15/13	6/15/13								
10.3	Activity: Scope Consortium Projects and Activities	Jessica de Barros, Project Director	1/31/13	7/30/13					All projects			

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10.3.1	Task: Develop Scopes of Work (SOW) and School Implementation Plans for Consortium projects and commitments	Project Leads (PSESD staff)	1/31/13	4/8/13								
10.3.2	Task: Create progress monitoring plan and reporting for all projects	Pamela Raya-Carilton, Evaluation Manager	8/1/13	9/30/13				PE				
10.3.3	Deliverable: SOW for each project & commitment	Jessica de Barros, Project Director, Project Leads	4/8/13	4/8/13								
10.3.4	Deliverable: Monthly progress monitoring & reporting plan	Evaluation Manager	7/30/13	7/30/13								
10.4	Activity: Monitor and report progress on RTT-D Internally at PSESD	Jessica de Barros, Project Director, Evaluation Manager	7/1/13	12/31/16								
10.4.1	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	9/1/13	9/5/13				PE				
10.4.2	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	9/5/13	9/10/13				PE				
10.4.3	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	9/5/13	9/15/13								
10.4.4	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	9/5/13	9/15/13								
10.4.5	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	10/1/13	10/5/13				PE				
10.4.6	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	10/5/13	10/10/13				PE				
10.4.7	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	10/5/13	10/15/13								
10.4.8	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	11/5/13	11/15/13								
10.4.9	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	12/1/13	12/5/13				PE				
10.4.10	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	12/5/13	12/10/13				PE				
10.4.11	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	12/5/13	12/15/13								
10.4.12	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	12/5/13	12/15/13								
10.4.13	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	1/1/14	1/5/14				PE				
10.4.14	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	1/5/14	1/10/14				PE				

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10.4.15	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	1/5/14	1/15/14								
10.4.16	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	1/5/14	1/15/14								
10.4.17	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	2/1/14	2/5/14				PE				
10.4.18	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	2/5/14	2/10/14				PE				
10.4.19	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	2/5/14	2/15/14								
10.4.20	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	2/5/14	2/15/14								
10.4.21	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	3/1/14	3/5/14				PE				
10.4.22	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	3/5/14	3/10/14				PE				
10.4.23	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	3/5/14	3/15/14								
10.4.24	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	3/5/14	3/15/14								
10.4.25	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	4/1/14	4/5/14				PE				
10.4.26	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	4/5/14	4/10/14				PE				
10.4.27	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	4/5/14	4/15/14								
10.4.28	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	4/5/14	4/15/14								
10.4.29	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	5/1/14	5/5/14				PE				
10.4.30	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	5/5/14	5/10/14				PE				
10.4.31	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	5/5/14	5/15/14								
10.4.32	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	5/5/14	5/15/14								

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10.4.33	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	6/1/14	6/5/14				PE				
10.4.34	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	6/5/14	6/10/14				PE				
10.4.35	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	6/5/14	6/15/14								
10.4.36	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	6/5/14	6/15/14								
10.4.37	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	7/1/14	7/5/14				PE				
10.4.38	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	7/5/14	7/10/14				PE				
10.4.39	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	7/5/14	7/15/14								
10.4.40	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	7/5/14	7/15/14								
10.4.41	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	8/1/14	8/5/14				PE				
10.4.42	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	8/5/14	8/10/14				PE				
10.4.43	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	8/5/14	8/15/14								
10.4.44	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	8/5/14	8/15/14								
10.4.45	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	9/1/14	9/5/14				PE				
10.4.46	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	9/5/14	9/10/14				PE				
10.4.47	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	9/5/14	9/15/14								
10.4.48	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	9/5/14	9/15/14								
10.4.49	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	10/1/14	10/5/14				PE				
10.4.50	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	10/5/14	10/10/14				PE				

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10.4.51	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	10/5/14	10/15/14								
10.4.52	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	10/5/14	10/15/14								
10.4.53	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	11/1/14	11/5/14				PE				
10.4.54	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	11/5/14	11/10/14				PE				
10.4.55	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	11/5/14	11/15/14								
10.4.56	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	11/5/14	11/15/14								
10.4.57	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	12/1/14	12/5/14				PE				
10.4.58	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	12/5/14	12/10/14				PE				
10.4.59	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	12/5/14	12/15/14								
10.4.60	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	12/5/14	12/15/14								
10.4.61	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	1/1/15	1/5/15				PE				
10.4.62	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	1/5/15	1/10/15				PE				
10.4.63	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	1/5/15	1/15/15								
10.4.64	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	1/5/15	1/15/15								
10.4.65	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	2/1/15	2/5/15				PE				
10.4.66	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	2/5/15	2/10/15				PE				
10.4.67	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	2/5/15	2/15/15								
10.4.68	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	2/5/15	2/15/15								

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10.4.69	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	3/1/15	3/5/15				PE				
10.4.70	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	3/5/15	3/10/15				PE				
10.4.71	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	3/5/15	3/15/15								
10.4.72	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	3/5/15	3/15/15								
10.4.73	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	4/1/15	4/5/15				PE				
10.4.74	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	4/5/15	4/10/15				PE				
10.4.75	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	4/5/15	4/15/15								
10.4.76	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	4/5/15	4/15/15								
10.4.77	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	6/1/15	6/5/15				PE				
10.4.78	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	6/5/15	6/10/15				PE				
10.4.79	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	6/5/15	6/15/15								
10.4.80	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	6/5/15	6/15/15								
10.4.81	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	7/1/15	7/5/15				PE				
10.4.82	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	7/5/15	7/10/15				PE				
10.4.83	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	7/5/15	7/15/15								
10.4.84	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	7/5/15	7/15/15								
10.4.85	Task: Execute course-corrections if needed	Project Leads	7/10/15	7/20/15								
10.4.86	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	8/1/15	8/5/15				PE				
10.4.87	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	8/5/15	8/10/15				PE				

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10.4.88	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	8/5/15	8/15/15								
10.4.89	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	8/5/15	8/15/15								
10.4.90	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	9/1/15	9/5/15				PE				
10.4.91	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	9/5/15	9/10/15				PE				
10.4.92	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	9/5/15	9/15/15								
10.4.93	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	9/5/15	9/15/15								
10.4.94	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	10/1/15	10/5/15				PE				
10.4.95	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	10/5/15	10/10/15				PE				
10.4.96	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	10/5/15	10/15/15								
10.4.97	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	10/5/15	10/15/15								
10.4.98	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	11/1/15	11/5/15				PE				
10.4.99	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	11/5/15	11/10/15				PE				
10.4.100	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	11/5/15	11/15/15								
10.4.101	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	11/5/15	11/15/15								
10.4.102	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	12/1/15	12/5/15				PE				
10.4.103	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	12/5/15	12/10/15				PE				
10.4.104	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	12/5/15	12/15/15								
10.4.105	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	12/5/15	12/15/15								

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10.4.106	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	1/1/16	1/5/16				PE				
10.4.107	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	1/5/16	1/10/16				PE				
10.4.108	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	1/5/16	1/15/16								
10.4.109	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	1/5/16	1/15/16								
10.4.110	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	2/1/16	2/5/16				PE				
10.4.111	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	2/5/16	2/10/16				PE				
10.4.112	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	2/5/16	2/15/16								
10.4.113	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	2/5/16	2/15/16								
10.4.114	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	3/1/16	3/5/16				PE				
10.4.115	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	3/5/16	3/10/16				PE				
10.4.116	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	3/5/16	3/15/16								
10.4.117	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	3/5/16	3/15/16								
10.4.118	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	4/1/16	4/5/16				PE				
10.4.119	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	4/5/16	4/10/16				PE				
10.4.120	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	4/5/16	4/15/16								
10.4.121	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	4/5/16	4/15/16								
10.4.122	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	6/1/16	6/5/16				PE				
10.4.123	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	6/5/16	6/10/16				PE				

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10.4.124	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	6/5/16	6/15/16								
10.4.125	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	6/5/16	6/15/16								
10.4.126	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	7/1/16	7/5/16				PE				
10.4.127	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	7/5/16	7/10/16				PE				
10.4.128	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	7/5/16	7/15/16								
10.4.129	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	7/5/16	7/15/16								
10.4.130	Task: Execute course-corrections if needed	Project Leads	7/10/16	7/20/16								
10.4.131	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	8/1/16	8/5/16				PE				
10.4.132	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	8/5/16	8/10/16				PE				
10.4.133	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	8/5/16	8/15/16								
10.4.134	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	8/5/16	8/15/16								
10.4.135	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	9/1/16	9/5/16				PE				
10.4.136	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	9/5/16	9/10/16				PE				
10.4.137	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	9/5/16	9/15/16								
10.4.138	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	9/5/16	9/15/16								
10.4.139	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	10/1/16	10/5/16				PE				
10.4.140	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	10/5/16	10/10/16				PE				
10.4.141	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	10/5/16	10/15/16								
10.4.142	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	10/5/16	10/15/16								

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10.4.143	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	11/1/16	11/5/16				PE				
10.4.144	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	11/5/16	11/10/16				PE				
10.4.145	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	11/5/16	11/15/16								
10.4.146	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	11/5/16	11/15/16								
10.4.147	Task: Review monthly progress monitoring reports	Jessica de Barros, Project Director	12/1/16	12/5/16				PE				
10.4.148	Task: Communicate monthly progress reports to internal team	Jessica de Barros, Project Director, Project Leads	12/5/16	12/10/16				PE				
10.4.149	Task: Meet with project leads to obtain additional information on projects that are behind schedule or not meeting deliverables.	Jessica de Barros, Project Director	12/5/16	12/15/16								
10.4.150	Task: Determine whether course-corrections are needed on projects that are behind schedule or not meeting deliverables	Jessica de Barros, Project Director, Project Leads	12/5/16	12/15/16								
10.5	Activity: Manage contracts, procurements, and budgets	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	7/1/13	12/31/16			Activities and tasks required to establish and monitor contracts specific to each project are included in each project's SOW. This activity refers to the general oversight of all contracts for the RTT-D grant to ensure alignment.					
10.5.1	Task: Establish a standard set of policies to use in all RTT-D contracts and letters of agreement with districts for investment funds	Kerri Patterson, Fiscal Coordinator, PSESD Purchasing Administrator	7/1/13	9/30/13								
10.5.2	Task: Establish a common structure to use in all RTT-D contracts with districts for investment funds.	Kerri Patterson, Fiscal Coordinator	7/1/13	9/30/13								
10.5.3	Task: Establish a reporting structure to report on contract financials	Kerri Patterson, Fiscal Coordinator, Project Leads	7/1/13	9/30/13								

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10.5.4	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	7/1/13	7/15/13								
10.5.5	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	8/1/13	8/15/13								
10.5.6	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	9/1/13	9/15/13								
10.5.7	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	10/1/13	10/15/13								
10.5.8	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	11/1/13	11/15/13								
10.5.9	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	12/1/13	12/15/13								
10.5.10	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	1/1/14	1/15/14								
10.5.11	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	2/1/14	2/15/14								
10.5.12	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	3/1/14	3/15/14								
10.5.13	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	4/1/14	4/15/14								
10.5.14	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	5/1/14	5/15/14								
10.5.15	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	6/1/14	6/15/14								

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10.5.16	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	7/1/14	7/15/14								
10.5.17	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	8/1/14	8/15/14								
10.5.18	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	9/1/14	9/15/14								
10.5.19	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	10/1/14	10/15/14								
10.5.20	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	11/1/14	11/15/14								
10.5.21	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	12/1/14	12/15/14								
10.5.22	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	1/1/15	1/15/15								
10.5.23	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	2/1/15	2/15/15								
10.5.24	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	3/1/15	3/15/15								
10.5.25	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	4/1/15	4/15/15								
10.5.26	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	5/1/15	5/15/15								
10.5.27	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	6/1/15	6/15/15								

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10.5.28	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	7/1/15	7/15/15								
10.5.29	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	8/1/15	8/15/15								
10.5.30	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	9/1/15	9/15/15								
10.5.31	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	10/1/15	10/15/15								
10.5.32	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	11/1/15	11/15/15								
10.5.33	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	12/1/15	12/15/15								
10.5.34	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	1/1/16	1/15/16								
10.5.35	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	2/1/16	2/15/16								
10.5.36	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	3/1/16	3/15/16								
10.5.37	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	4/1/16	4/15/16								
10.5.38	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	5/1/16	5/15/16								
10.5.39	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	6/1/16	6/15/16								

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10.5.40	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	7/1/16	7/15/16								
10.5.41	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	8/1/16	8/15/16								
10.5.42	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	9/1/16	9/15/16								
10.5.43	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	10/1/16	10/15/16								
10.5.44	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	11/1/16	11/15/16								
10.5.45	Task: Review budget on a monthly basis to ensure compliance and alignment with grant guidelines and outcomes.	Jessica de Barros, Project Director, Kerri Patterson, Fiscal Coordinator	12/1/16	12/15/16								
10.5.46	Task: Close out grant accounts.	Kerri Patterson, Fiscal Coordinator	9/1/2016	12/1/2016								
10.6	Activity: Develop and Implement a Communication Plan for Transparency and Stakeholder Engagement	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director	3/1/13	12/31/13								
10.6.1	Task: Develop Communications & Stakeholder Engagement Plan	Communication Advisory Team	3/1/13	8/1/13								
10.6.2	Task: Present plan to Executive Committee for their input.	Jessica de Barros, Project Director	8/1/13	8/30/13								
10.6.3	Task: Execute Communications & Stakeholder Engagement Plan	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	9/1/13	12/1/13					PM 8 Communications			
10.6.4	Task: Report on progress toward performance measures to stakeholders annually as part of the Road Map Project Annual Results Report.	Jessica de Barros, Project Director, CCER Staff	1/1/14	1/31/14				PE				
10.6.5	Task: Report on progress toward performance measures to stakeholders annually as part of the Road Map Project Annual Results Report.	Jessica de Barros, Project Director, CCER Staff	1/1/15	1/31/15								
10.6.6	Task: Report on progress toward performance measures to stakeholders annually as part of the Road Map Project Annual Results Report.	Jessica de Barros, Project Director, CCER Staff	1/1/16	1/31/16								

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10.6.7	Task: Report on progress toward performance measures to stakeholders annually as part of the Road Map Project Annual Results Report.	Jessica de Barros, Project Director, CCER Staff	12/31/16	12/31/16								
10.6.8	<i>Deliverable: Communications & Stakeholder Engagement Plan</i>	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director	9/30/13	9/30/13								
10.7	Activity: Provide Quarterly Briefings at the Education Results Network Meetings	Jessica de Barros, Project Director	6/5/13	12/31/16								
10.7.1	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	5/20/13	5/25/13								
10.7.2	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	5/25/13	5/30/13								
10.7.3	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	6/5/13	6/5/13								
10.7.4	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	8/18/13	8/23/13								
10.7.5	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	8/23/13	8/28/13								
10.7.6	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	9/3/13	9/3/13								
10.7.7	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	11/16/13	11/21/13								
10.7.8	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	11/21/13	11/26/13								
10.7.9	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	12/2/13	12/2/13								
10.7.10	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	2/14/14	2/19/14								
10.7.11	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	2/19/14	2/24/14								
10.7.12	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	3/2/14	3/2/14								
10.7.13	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	5/15/14	5/20/14								

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10.7.14	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	5/20/14	5/25/14								
10.7.15	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	5/31/14	5/31/14								
10.7.16	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	8/13/14	8/18/14								
10.7.17	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	8/18/14	8/23/14								
10.7.18	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	8/29/14	8/29/14								
10.7.19	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	11/11/14	11/16/14								
10.7.20	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	11/16/14	11/21/14								
10.7.21	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	11/27/14	11/27/14								
10.7.22	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	2/9/15	2/14/15								
10.7.23	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	2/14/15	2/19/15								
10.7.24	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	2/25/15	2/25/15								
10.7.25	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	5/10/15	5/15/15								
10.7.26	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	5/15/15	5/20/15								
10.7.27	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	5/26/15	5/26/15								
10.7.28	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	8/8/15	8/13/15								
10.7.29	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	8/13/15	8/18/15								
10.7.30	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	8/24/15	8/24/15								

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10.7.31	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	11/6/15	11/11/15								
10.7.32	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	11/11/15	11/16/15								
10.7.33	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	11/22/15	11/22/15								
10.7.34	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	2/4/16	2/9/16								
10.7.35	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	2/9/16	2/14/16								
10.7.36	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	2/20/16	2/20/16								
10.7.37	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	5/4/16	5/9/16								
10.7.38	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	5/9/16	5/14/16								
10.7.39	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	5/20/16	5/20/16								
10.7.40	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	8/2/16	8/7/16								
10.7.41	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	8/7/16	8/12/16								
10.7.42	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	8/18/16	8/18/16								
10.7.43	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	10/31/16	11/5/16								
10.7.44	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	11/5/16	11/10/16								
10.7.45	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	11/16/16	11/16/16								
10.8	Activity: Provide Quarterly Results Briefings at the Puget Sound Caucus Meetings	Jessica de Barros, Project Director	5/10/13	12/31/16								
10.8.1	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	4/25/13	5/1/13								

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10.8.2	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	5/2/13	5/8/13								
10.8.3	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	5/10/13	5/10/13								
10.8.4	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	7/24/13	7/30/13								
10.8.5	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	7/31/13	8/6/13								
10.8.6	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	8/8/13	8/8/13								
10.8.7	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	10/22/13	10/28/13								
10.8.8	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	10/29/13	11/4/13								
10.8.9	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	11/6/13	11/6/13								
10.8.10	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	1/20/14	1/26/14								
10.8.11	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	1/27/14	2/2/14								
10.8.12	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	2/4/14	2/4/14								
10.8.13	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	4/20/14	4/26/14								
10.8.14	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	4/27/14	5/3/14								
10.8.15	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	5/5/14	5/5/14								
10.8.16	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	7/19/14	7/25/14								
10.8.17	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	7/26/14	8/1/14								
10.8.18	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	8/3/14	8/3/14								

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10.8.19	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	10/17/14	10/23/14								
10.8.20	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	10/24/14	10/30/14								
10.8.21	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	11/1/14	11/1/14								
10.8.22	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	1/15/15	1/21/15								
10.8.23	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	1/22/15	1/28/15								
10.8.24	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	1/30/15	1/30/15								
10.8.25	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	4/15/15	4/21/15								
10.8.26	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	4/22/15	4/28/15								
10.8.27	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	4/30/15	4/30/15								
10.8.28	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	7/14/15	7/20/15								
10.8.29	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	7/21/15	7/27/15								
10.8.30	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	7/29/15	7/29/15								
10.8.31	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	10/12/15	10/18/15								
10.8.32	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	10/19/15	10/25/15								
10.8.33	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	10/27/15	10/27/15								
10.8.34	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	1/10/16	1/16/16								
10.8.35	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	1/17/16	1/23/16								

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10.8.36	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	1/25/16	1/25/16								
10.8.37	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	4/9/16	4/15/16								
10.8.38	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	4/16/16	4/22/16								
10.8.39	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	4/24/16	4/24/16								
10.8.40	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	7/8/16	7/14/16								
10.8.41	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	7/15/16	7/21/16								
10.8.42	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	7/23/16	7/23/16								
10.8.43	Task: Determine content for briefing	Jessica de Barros, Project Director, CCER Staff	10/6/16	10/12/16								
10.8.44	Task: Draft briefing materials	Jessica de Barros, Project Director, Project Leads	10/13/16	10/19/16								
10.8.45	Task: Present briefing	Jessica de Barros, Project Director, Project Leads	10/21/16	10/21/16								
10.9	Activity: Provide annual project update to Executive Committee (in addition to quarterly updates by project as outlined in each SOW)	Jessica de Barros, Project Director	12/1/13	12/31/16								
10.9.1	Task: Provide annual project update to Executive Committee	Jessica de Barros, Project Director	1/1/14	12/31/13								
10.9.2	Task: Provide annual project update to Executive Committee	Jessica de Barros, Project Director	12/1/14	12/31/14								
10.9.3	Task: Provide annual project update to Executive Committee	Jessica de Barros, Project Director	12/1/15	12/31/15								
10.9.4	Task: Provide annual project update to Executive Committee	Jessica de Barros, Project Director	12/1/16	12/31/16								
10.10	Activity: Develop, schedule and facilitate quarterly Learning Network Convenings to provide districts and community partners with project updates, opportunities to share what is working and learn from one another.	Jessica de Barros, Project Director	7/1/13	12/31/16								
10.10.1	Task: Determine focus of Learning Convenings for Year 2	Jessica de Barros, Project Director, Project Leads	7/1/13	7/31/13								

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10.10.2	Task: Schedule Learning Convenings for Year 2	Jessica de Barros, Project Director, Troy Prince, Executive Assistant	8/1/13	8/15/13				PE				
10.10.3	Task: Secure location for Learning Convenings for Year 2	Troy Prince, Executive Assistant	8/1/13	8/15/13								
10.10.4	Task: Draft agenda for Q1 Learning Convening	Jessica de Barros, Project Director, Project Leads	8/1/13	8/15/13								
10.10.5	Task: Identify presenters for Q1 Learning Convening	Jessica de Barros, Project Director, Project Leads	8/15/13	8/31/13								
10.10.6	Task: Meet with presenters for Q1 Learning Convening to draft modules	Project Leads	9/1/13	9/15/13								
10.10.7	Task: Invite Q1 Learning Convening participants	Troy Prince, Executive Assistant	9/15/13	9/30/13								
10.10.8	Task: Finalize modules with Q1 Learning Convening presenters over e-mail	Jessica de Barros, Project Director, Project Leads	10/10/13	10/25/13								
10.10.9	Task: Send reminders to participants for Q1 Learning Convening	Troy Prince, Executive Assistant	10/15/13	10/31/13								
10.10.10	Task: Draft agenda for Q2 Learning Convening	Jessica de Barros, Project Director, Project Leads	11/1/13	11/15/13								
10.10.11	Task: Identify presenters for Q2 Learning Convening	Jessica de Barros, Project Director, Project Leads	11/15/13	11/31/2013								
10.10.12	Task: Meet with presenters for Q2 Learning Convening to draft modules	Project Leads	12/1/13	12/15/13								
10.10.13	Task: Invite Q2 Learning Convening participants	Troy Prince, Executive Assistant	12/15/13	12/30/13								
10.10.14	Task: Finalize modules with Q2 Learning Convening presenters over e-mail	Jessica de Barros, Project Director, Project Leads	1/10/14	1/25/14								
10.10.15	Task: Send reminders to participants for Q2 Learning Convening	Troy Prince, Executive Assistant	1/15/14	1/31/14								
10.10.16	Task: Draft agenda for Q3 Learning Convening	Jessica de Barros, Project Director, Project Leads	2/1/14	2/15/14								
10.10.17	Task: Identify presenters for Q3 Learning Convening	Jessica de Barros, Project Director, Project Leads	2/15/14	2/31/14								
10.10.18	Task: Meet with presenters for Q3 Learning Convening to draft modules	Project Leads	3/1/14	3/15/14								
10.10.19	Task: Invite Q3 Learning Convening participants	Troy Prince, Executive Assistant	3/15/14	3/31/14								
10.10.20	Task: Finalize modules with Q3 Learning Convening presenters over e-mail	Jessica de Barros, Project Director, Project Leads	4/10/14	4/25/14								
10.10.21	Task: Send reminders to participants for Q3 Learning Convening	Troy Prince, Executive Assistant	4/15/14	4/31/14								

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10.10.22	Task: Draft agenda for Q4 Learning Convening	Jessica de Barros, Project Director, Project Leads	5/1/14	5/15/14								
10.10.23	Task: Identify presenters for Q4 Learning Convening	Jessica de Barros, Project Director, Project Leads	5/15/14	5/31/14								
10.10.24	Task: Meet with presenters for Q4 Learning Convening to draft modules	Project Leads	6/1/14	6/15/14								
10.10.25	Task: Invite Q4 Learning Convening participants	Troy Prince, Executive Assistant	6/15/14	6/31/2014								
10.10.26	Task: Finalize modules with Q4 Learning Convening presenters over e-mail	Jessica de Barros, Project Director, Project Leads	7/10/14	7/25/14								
10.10.27	Task: Send reminders to participants for Q4 Learning Convening	Troy Prince, Executive Assistant	7/15/14	7/31/14								
10.10.28	Task: Determine focus of Learning Convenings for Year 3	Jessica de Barros, Project Director, Project Leads	7/1/14	7/31/14								
10.10.29	Task: Schedule Learning Convenings for Year 3	Jessica de Barros, Project Director, Troy Prince, Executive Assistant	8/1/14	8/15/14				PE				
10.10.30	Task: Secure location for Learning Convenings for Year 3	Troy Prince, Executive Assistant	8/1/14	8/15/14								
10.10.31	Task: Draft agenda for Q1 Learning Convening	Jessica de Barros, Project Director, Project Leads	8/1/14	8/15/14								
10.10.32	Task: Identify presenters for Q1 Learning Convening	Jessica de Barros, Project Director, Project Leads	8/15/14	8/31/14								
10.10.33	Task: Meet with presenters for Q1 Learning Convening to draft modules	Project Leads	9/1/14	9/15/14								
10.10.34	Task: Invite Q1 Learning Convening participants	Troy Prince, Executive Assistant	9/15/14	9/30/14								
10.10.35	Task: Finalize modules with Q1 Learning Convening presenters over e-mail	Jessica de Barros, Project Director, Project Leads	10/10/14	10/25/14								
10.10.36	Task: Send reminders to participants for Q1 Learning Convening	Troy Prince, Executive Assistant	10/15/14	10/31/14								
10.10.37	Task: Draft agenda for Q2 Learning Convening	Jessica de Barros, Project Director, Project Leads	11/1/14	11/15/14								
10.10.38	Task: Identify presenters for Q2 Learning Convening	Jessica de Barros, Project Director, Project Leads	11/15/14	11/31/2014								
10.10.39	Task: Meet with presenters for Q2 Learning Convening to draft modules	Project Leads	12/1/14	12/15/14								
10.10.40	Task: Invite Q2 Learning Convening participants	Troy Prince, Executive Assistant	12/15/14	12/30/14								

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10.10.41	Task: Finalize modules with Q2 Learning Convening presenters over e-mail	Jessica de Barros, Project Director, Project Leads	1/10/15	1/25/15								
10.10.42	Task: Send reminders to participants for Q2 Learning Convening	Troy Prince, Executive Assistant	1/15/15	1/31/15								
10.10.43	Task: Draft agenda for Q3 Learning Convening	Jessica de Barros, Project Director, Project Leads	2/1/15	2/15/15								
10.10.44	Task: Identify presenters for Q3 Learning Convening	Jessica de Barros, Project Director, Project Leads	2/15/15	2/31/15								
10.10.45	Task: Meet with presenters for Q3 Learning Convening to draft modules	Project Leads	3/1/15	3/15/15								
10.10.46	Task: Invite Q3 Learning Convening participants	Troy Prince, Executive Assistant	3/15/15	3/31/15								
10.10.47	Task: Finalize modules with Q3 Learning Convening presenters over e-mail	Jessica de Barros, Project Director, Project Leads	4/10/15	4/25/15								
10.10.48	Task: Send reminders to participants for Q3 Learning Convening	Troy Prince, Executive Assistant	4/15/15	4/31/15								
10.10.49	Task: Draft agenda for Q4 Learning Convening	Jessica de Barros, Project Director, Project Leads	5/1/15	5/15/15								
10.10.50	Task: Identify presenters for Q4 Learning Convening	Jessica de Barros, Project Director, Project Leads	5/15/15	5/31/15								
10.10.51	Task: Meet with presenters for Q4 Learning Convening to draft modules	Project Leads	6/1/15	6/15/15								
10.10.52	Task: Invite Q4 Learning Convening participants	Troy Prince, Executive Assistant	6/15/15	6/30/15								
10.10.53	Task: Finalize modules with Q4 Learning Convening presenters over e-mail	Jessica de Barros, Project Director, Project Leads	7/10/15	7/25/15								
10.10.54	Task: Send reminders to participants for Q4 Learning Convening	Troy Prince, Executive Assistant	7/15/15	7/31/15								
10.10.55	Task: Determine focus of Learning Convenings for Year 4	Jessica de Barros, Project Director, Project Leads	7/1/15	7/31/15								
10.10.56	Task: Schedule Learning Convenings for Year 4	Jessica de Barros, Project Director, Troy Prince, Executive Assistant	8/1/15	8/15/15				PE				
10.10.57	Task: Secure location for Learning Convenings for Year 4	Troy Prince, Executive Assistant	8/1/15	8/15/15								
10.10.58	Task: Draft agenda for Q1 Learning Convening	Jessica de Barros, Project Director, Project Leads	8/1/15	8/15/15								
10.10.59	Task: Identify presenters for Q1 Learning Convening	Jessica de Barros, Project Director, Project Leads	8/15/15	8/31/15								

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10.10.60	Task: Meet with presenters for Q1 Learning Convening to draft modules	Project Leads	9/1/15	9/15/15								
10.10.61	Task: Invite Q1 Learning Convening participants	Troy Prince, Executive Assistant	9/15/15	9/30/15								
10.10.62	Task: Finalize modules with Q1 Learning Convening presenters over e-mail	Jessica de Barros, Project Director, Project Leads	10/10/15	10/25/15								
10.10.63	Task: Send reminders to participants for Q1 Learning Convening	Troy Prince, Executive Assistant	10/15/15	10/31/15								
10.10.64	Task: Draft agenda for Q2 Learning Convening	Jessica de Barros, Project Director, Project Leads	11/1/15	11/15/15								
10.10.65	Task: Identify presenters for Q2 Learning Convening	Jessica de Barros, Project Director, Project Leads	11/15/15	11/30/15								
10.10.66	Task: Meet with presenters for Q2 Learning Convening to draft modules	Project Leads	12/1/15	12/15/15								
10.10.67	Task: Invite Q2 Learning Convening participants	Troy Prince, Executive Assistant	12/15/15	12/30/15								
10.10.68	Task: Finalize modules with Q2 Learning Convening presenters over e-mail	Jessica de Barros, Project Director, Project Leads	1/10/16	1/25/16								
10.10.69	Task: Send reminders to participants for Q2 Learning Convening	Troy Prince, Executive Assistant	1/15/16	1/31/16								
10.10.70	Task: Draft agenda for Q3 Learning Convening	Jessica de Barros, Project Director, Project Leads	2/1/16	2/15/16								
10.10.71	Task: Identify presenters for Q3 Learning Convening	Jessica de Barros, Project Director, Project Leads	2/15/16	2/28/16								
10.10.72	Task: Meet with presenters for Q3 Learning Convening to draft modules	Project Leads	3/1/16	3/15/16								
10.10.73	Task: Invite Q3 Learning Convening participants	Troy Prince, Executive Assistant	3/15/16	3/31/16								
10.10.74	Task: Finalize modules with Q3 Learning Convening presenters over e-mail	Jessica de Barros, Project Director, Project Leads	4/10/16	4/25/16								
10.10.75	Task: Send reminders to participants for Q3 Learning Convening	Troy Prince, Executive Assistant	4/15/16	4/30/16								
10.10.76	Task: Draft agenda for Q4 Learning Convening	Jessica de Barros, Project Director, Project Leads	5/1/16	5/15/16								
10.10.77	Task: Identify presenters for Q4 Learning Convening	Jessica de Barros, Project Director, Project Leads	5/15/16	5/31/16								
10.10.78	Task: Meet with presenters for Q4 Learning Convening to draft modules	Project Leads	6/1/16	6/15/16								
10.10.79	Task: Invite Q4 Learning Convening participants		6/15/16	6/30/16								
10.10.80	Task: Finalize modules with Q4 Learning Convening presenters over e-mail	Jessica de Barros, Project Director, Project Leads	7/10/16	7/25/16								

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10.10.81	Task: Send reminders to participants for Q4 Learning Convening	Troy Prince, Executive Assistant	7/15/16	7/31/16								
10.10.82	Milestone: Learning Network Convening	Jessica de Barros, Project Director, Project Leads, Troy Prince, Executive Assistant	11/1/13	11/1/13								
10.10.83	Milestone: Learning Network Convening	Jessica de Barros, Project Director, Project Leads, Troy Prince, Executive Assistant	2/1/14	2/1/14								
10.10.84	Milestone: Learning Network Convening	Jessica de Barros, Project Director, Project Leads, Troy Prince, Executive Assistant	5/1/14	5/1/14								
10.10.85	Milestone: Learning Network Convening	Jessica de Barros, Project Director, Project Leads, Troy Prince, Executive Assistant	8/1/14	8/1/14								
10.10.86	Milestone: Learning Network Convening	Jessica de Barros, Project Director, Project Leads, Troy Prince, Executive Assistant	11/1/14	11/1/14								
10.10.87	Milestone: Learning Network Convening	Jessica de Barros, Project Director, Project Leads, Troy Prince, Executive Assistant	2/1/15	2/1/15								
10.10.88	Milestone: Learning Network Convening	Jessica de Barros, Project Director, Project Leads, Troy Prince, Executive Assistant	5/1/15	5/1/15								
10.10.89	Milestone: Learning Network Convening	Jessica de Barros, Project Director, Project Leads, Troy Prince, Executive Assistant	8/1/15	8/1/15								
10.10.90	Milestone: Learning Network Convening	Jessica de Barros, Project Director, Project Leads, Troy Prince, Executive Assistant	11/1/15	11/1/15								

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10.10.91	Milestone: Learning Network Convening	Jessica de Barros, Project Director, Project Leads, Troy Prince, Executive Assistant	2/1/16	2/1/16								
10.10.92	Milestone: Learning Network Convening	Jessica de Barros, Project Director, Project Leads, Troy Prince, Executive Assistant	5/1/16	5/1/16								
10.10.93	Milestone: Learning Network Convening	Jessica de Barros, Project Director, Project Leads, Troy Prince, Executive Assistant	8/1/16	8/1/16								
10.11	Activity: Develop and maintain website for cataloguing and sharing project implementation practices	Jessica de Barros, Project Director	5/1/13	12/31/16								
10.11.1	Task: Identify types of information website should contain	Webmaster, Jessica de Barros, Project Director, Exec. Dir. of Communications & Public Relations, Jessica de Barros, Project Director	5/1/13	5/15/13								
10.11.2	Task: Design layout options for website.	Webmaster	5/10/13	5/15/13								
10.11.3	Task: Decide on layout of website	Webmaster, Jessica de Barros, Project Director, Exec. Dir. of Communications & Public Relations, Jessica de Barros, Project Director	5/15/13	5/20/13								
10.11.4	Task: Select domain name	Webmaster, Jessica de Barros, Project Director, Exec. Dir. of Communications & Public Relations, Jessica de Barros, Project Director	5/1/13	5/25/13								
10.11.5	Task: Load content to website	Webmaster	5/15/13	5/31/13								
10.11.6	Task: Communicate new website to stakeholders via e-newsletter	Jessica de Barros, Project Director	6/15/13	6/15/13								
10.11.7	Task: Train Troy Prince, Executive Assistant on how to load new content to website	Webmaster	7/1/13	10/1/13								
10.11.8	Deliverable: New RTT-D Website is Live	Webmaster	6/1/13	6/1/13								
10.11.9	Milestone: Troy Prince, Executive Assistant is Trained on Maintaining Website	Webmaster	10/1/13	10/1/13								
10.12	Activity: Develop and send a monthly e-newsletter communicating project implementation updates	Jessica de Barros, Project Director, Troy Prince, Executive Assistant	4/15/13	12/31/16								

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10.12.1	Task: Identify communications milestones for remainder of 2013	Jessica de Barros, Project Director	4/15/13	4/30/13								
10.12.2	Task: Research best practices for e-newsletters	Project Intern	5/1/13	5/10/13								
10.12.3	Task: Determine e-newsletter platform	Jessica de Barros, Project Director	5/1/13	5/10/13								
10.12.4	Task: Create calendar of e-newsletter topics for remainder of 2013	Project Intern	5/10/13	5/15/13								
10.12.5	Task: Draft content for first e-newsletter	Project Intern	5/10/13	5/20/13								
10.12.6	Task: Draft layout for e-newsletter	Project Intern	5/10/13	5/20/13								
10.12.7	Task: Provide feedback on draft e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director	5/17/13	5/20/13								
10.12.8	Task: Finalize first e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Project Intern	5/21/13	5/24/13								
10.12.9	Task: Send first e-newsletter	Project Intern	5/29/13	5/29/13								
10.12.10	Task: Collect feedback on prior e-newsletter	Project Intern	5/30/13	6/13/13								
10.12.11	Task: Draft content for next e-newsletter	Project Intern	5/30/13	6/16/13								
10.12.12	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Project Intern	6/17/13	6/23/13								
10.12.13	Task: Send e-newsletter	Project Intern	6/27/13	6/27/13								
10.12.14	Task: Collect feedback on prior e-newsletter	Project Intern	6/28/13	7/12/13								
10.12.15	Task: Draft content for next e-newsletter	Project Intern	6/28/13	7/15/13								
10.12.16	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Project Intern	7/16/13	7/22/13								
10.12.17	Task: Send e-newsletter	Project Intern	7/26/13	7/26/13								
10.12.18	Task: Collect feedback on prior e-newsletter	Project Intern	7/27/13	8/10/13								
10.12.19	Task: Draft content for next e-newsletter	Project Intern	7/27/13	8/13/13								
10.12.20	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Project Intern	8/14/13	8/20/13								
10.12.21	Task: Send e-newsletter	Project Intern	8/24/13	8/24/13								
10.12.22	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	8/25/13	9/8/13								

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10.12.23	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	8/25/13	9/11/13								
10.12.24	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	9/12/13	9/18/13								
10.12.25	Task: Send e-newsletter	Troy Prince, Executive Assistant	9/22/13	9/22/13								
10.12.26	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	9/23/13	10/7/13								
10.12.27	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	9/23/13	10/10/13								
10.12.28	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	10/11/13	10/17/13								
10.12.29	Task: Send e-newsletter	Troy Prince, Executive Assistant	10/21/13	10/21/13								
10.12.30	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	10/22/13	11/5/13								
10.12.31	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	10/22/13	11/8/13								
10.12.32	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	11/9/13	11/15/13								
10.12.33	Task: Send e-newsletter	Troy Prince, Executive Assistant	11/19/13	11/19/13								
10.12.34	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	11/20/13	12/4/13								
10.12.35	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	11/20/13	12/7/13								
10.12.36	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	12/8/13	12/14/13								
10.12.37	Task: Send e-newsletter	Troy Prince, Executive Assistant	12/18/13	12/18/13								

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10.12.38	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	12/19/13	1/2/14								
10.12.39	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	12/19/13	1/5/14								
10.12.40	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	1/6/14	1/12/14								
10.12.41	Task: Send e-newsletter	Troy Prince, Executive Assistant	1/16/14	1/16/14								
10.12.42	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	1/17/14	1/31/14								
10.12.43	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	1/17/14	2/3/14								
10.12.44	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	2/4/14	2/10/14								
10.12.45	Task: Send e-newsletter	Troy Prince, Executive Assistant	2/14/14	2/14/14								
10.12.46	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	2/15/14	3/1/14								
10.12.47	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	2/15/14	3/4/14								
10.12.48	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	3/5/14	3/11/14								
10.12.49	Task: Send e-newsletter	Troy Prince, Executive Assistant	3/15/14	3/15/14								
10.12.50	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	3/16/14	3/30/14								
10.12.51	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	3/16/14	4/2/14								
10.12.52	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	4/3/14	4/9/14								

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10.12.53	Task: Send e-newsletter	Troy Prince, Executive Assistant	4/13/14	4/13/14								
10.12.54	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	4/14/14	4/28/14								
10.12.55	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	4/14/14	5/1/14								
10.12.56	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	5/2/14	5/8/14								
10.12.57	Task: Send e-newsletter	Troy Prince, Executive Assistant	5/12/14	5/12/14								
10.12.58	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	5/13/14	5/27/14								
10.12.59	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	5/13/14	5/30/14								
10.12.60	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	5/31/14	6/6/14								
10.12.61	Task: Send e-newsletter	Troy Prince, Executive Assistant	6/10/14	6/10/14								
10.12.62	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	6/11/14	6/25/14								
10.12.63	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	6/11/14	6/28/14								
10.12.64	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	6/29/14	7/5/14								
10.12.65	Task: Send e-newsletter	Troy Prince, Executive Assistant	7/9/14	7/9/14								
10.12.66	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	7/10/14	7/24/14								
10.12.67	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	7/10/14	7/27/14								

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10.12.68	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	7/28/14	8/3/14								
10.12.69	Task: Send e-newsletter	Troy Prince, Executive Assistant	8/7/14	8/7/14								
10.12.70	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	8/8/14	8/22/14								
10.12.71	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	8/8/14	8/25/14								
10.12.72	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	8/26/14	9/1/14								
10.12.73	Task: Send e-newsletter	Troy Prince, Executive Assistant	9/5/14	9/5/14								
10.12.74	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	9/6/14	9/20/14								
10.12.75	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	9/6/14	9/23/14								
10.12.76	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	9/24/14	9/30/14								
10.12.77	Task: Send e-newsletter	Troy Prince, Executive Assistant	10/4/14	10/4/14								
10.12.78	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	10/5/14	10/19/14								
10.12.79	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	10/5/14	10/22/14								
10.12.80	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	10/23/14	10/29/14								
10.12.81	Task: Send e-newsletter	Troy Prince, Executive Assistant	11/2/14	11/2/14								
10.12.82	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	11/3/14	11/17/14								

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10.12.83	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	11/3/14	11/20/14								
10.12.84	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	11/21/14	11/27/14								
10.12.85	Task: Send e-newsletter	Troy Prince, Executive Assistant	12/1/14	12/1/14								
10.12.86	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	12/2/14	12/16/14								
10.12.87	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	12/2/14	12/19/14								
10.12.88	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	12/20/14	1/3/15								
10.12.89	Task: Send e-newsletter	Troy Prince, Executive Assistant	1/7/15	1/7/15								
10.12.90	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	1/8/15	1/22/15								
10.12.91	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	1/8/15	1/25/15								
10.12.92	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	1/26/15	2/1/15								
10.12.93	Task: Send e-newsletter	Troy Prince, Executive Assistant	2/5/15	2/5/15								
10.12.94	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	2/6/15	2/20/15								
10.12.95	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	2/6/15	2/23/15								
10.12.96	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	2/24/15	3/2/15								
10.12.97	Task: Send e-newsletter	Troy Prince, Executive Assistant	3/6/15	3/6/15								

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10.12.98	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	3/7/15	3/21/15								
10.12.99	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	3/7/15	3/24/15								
10.12.100	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	3/25/15	3/31/15								
10.12.101	Task: Send e-newsletter	Troy Prince, Executive Assistant	4/4/15	4/4/15								
10.12.102	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	4/5/15	4/19/15								
10.12.103	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	4/5/15	4/22/15								
10.12.104	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	4/23/15	4/29/15								
10.12.105	Task: Send e-newsletter	Troy Prince, Executive Assistant	5/3/15	5/3/15								
10.12.106	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	5/4/15	5/18/15								
10.12.107	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	5/4/15	5/21/15								
10.12.108	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	5/22/15	5/28/15								
10.12.109	Task: Send e-newsletter	Troy Prince, Executive Assistant	6/1/15	6/1/15								
10.12.110	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	6/2/15	6/16/15								
10.12.111	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	6/2/15	6/19/15								
10.12.112	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	6/20/15	6/26/15								

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10.12.113	Task: Send e-newsletter	Troy Prince, Executive Assistant	6/30/15	6/30/15								
10.12.114	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	7/1/15	7/15/15								
10.12.115	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	7/1/15	7/18/15								
10.12.116	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	7/19/15	7/25/15								
10.12.117	Task: Send e-newsletter	Troy Prince, Executive Assistant	7/29/15	7/29/15								
10.12.118	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	7/30/15	8/13/15								
10.12.119	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	7/30/15	8/16/15								
10.12.120	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	8/17/15	8/23/15								
10.12.121	Task: Send e-newsletter	Troy Prince, Executive Assistant	8/27/15	8/27/15								
10.12.122	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	8/28/15	9/11/15								
10.12.123	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	8/28/15	9/14/15								
10.12.124	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	9/15/15	9/21/15								
10.12.125	Task: Send e-newsletter	Troy Prince, Executive Assistant	9/25/15	9/25/15								
10.12.126	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	9/26/15	10/10/15								
10.12.127	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	9/26/15	10/13/15								

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10.12.128	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	10/14/15	10/20/15								
10.12.129	Task: Send e-newsletter	Troy Prince, Executive Assistant	10/24/15	10/24/15								
10.12.130	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	10/25/15	11/8/15								
10.12.131	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	10/25/15	11/11/15								
10.12.132	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	11/12/15	11/18/15								
10.12.133	Task: Send e-newsletter	Troy Prince, Executive Assistant	11/22/15	11/22/15								
10.12.134	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	11/23/15	12/7/15								
10.12.135	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	11/23/15	12/10/15								
10.12.136	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	12/11/15	12/17/15								
10.12.137	Task: Send e-newsletter	Troy Prince, Executive Assistant	12/21/15	12/21/15								
10.12.138	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	12/22/15	1/5/16								
10.12.139	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	12/22/15	1/8/16								
10.12.140	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	1/9/16	1/15/16								
10.12.141	Task: Send e-newsletter	Troy Prince, Executive Assistant	1/19/16	1/19/16								
10.12.142	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	1/20/16	2/3/16								

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10.12.143	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	1/20/16	2/6/16								
10.12.144	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	2/7/16	2/13/16								
10.12.145	Task: Send e-newsletter	Troy Prince, Executive Assistant	2/17/16	2/17/16								
10.12.146	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	2/18/16	3/3/16								
10.12.147	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	2/18/16	3/6/16								
10.12.148	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	3/7/16	3/13/16								
10.12.149	Task: Send e-newsletter	Troy Prince, Executive Assistant	3/17/16	3/17/16								
10.12.150	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	3/18/16	4/1/16								
10.12.151	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	3/18/16	4/4/16								
10.12.152	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	4/5/16	4/11/16								
10.12.153	Task: Send e-newsletter	Troy Prince, Executive Assistant	4/15/16	4/15/16								
10.12.154	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	4/16/16	4/30/16								
10.12.155	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	4/16/16	5/3/16								
10.12.156	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	5/4/16	5/10/16								
10.12.157	Task: Send e-newsletter	Troy Prince, Executive Assistant	5/14/16	5/14/16								

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10.12.158	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	5/15/16	5/29/16								
10.12.159	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	5/15/16	6/1/16								
10.12.160	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	6/2/16	6/8/16								
10.12.161	Task: Send e-newsletter	Troy Prince, Executive Assistant	6/12/16	6/12/16								
10.12.162	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	6/13/16	6/27/16								
10.12.163	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	6/13/16	6/30/16								
10.12.164	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	7/1/16	7/7/16								
10.12.165	Task: Send e-newsletter	Troy Prince, Executive Assistant	7/11/16	7/11/16								
10.12.166	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	7/12/16	7/26/16								
10.12.167	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	7/12/16	7/29/16								
10.12.168	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	7/30/16	8/5/16								
10.12.169	Task: Send e-newsletter	Troy Prince, Executive Assistant	8/9/16	8/9/16								
10.12.170	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	8/10/16	8/24/16								
10.12.171	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	8/10/16	8/27/16								
10.12.172	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	8/28/16	9/3/16								

Item	Activities, Tasks, Milestones, and Deliverables	Key Personnel	Start Date (mm/dd/yy)	End Date (mm/dd/yy)	Status Choose: Not Begun, In Progress, or Complete: mm/dd/yy	In Progress Status Choose: Ahead; On-track; Off- track; Immediate attn reqd	Notes	Dependent Activities (in other projects)	Budget Reference	Change from application (includes pg. reference)	Rationale for change	Implications on other activities, performance measures, and budget?
10.12.173	Task: Send e-newsletter	Troy Prince, Executive Assistant	9/7/16	9/7/16								
10.12.174	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	9/8/16	9/22/16								
10.12.175	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	9/8/16	9/25/16								
10.12.176	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	9/26/16	10/2/16								
10.12.177	Task: Send e-newsletter	Troy Prince, Executive Assistant	10/6/16	10/6/16								
10.12.178	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	10/7/16	10/21/16								
10.12.179	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	10/7/16	10/24/16								
10.12.180	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	10/25/16	10/31/16								
10.12.181	Task: Send e-newsletter	Troy Prince, Executive Assistant	11/4/16	11/4/16								
10.12.182	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	11/5/16	11/19/16								
10.12.183	Task: Draft content for next e-newsletter	Troy Prince, Executive Assistant	11/5/16	11/22/16								
10.12.184	Task: Finalize content for next e-newsletter	Peter Daniels, Exec. Dir. Communications & Public Relations, Jessica de Barros, Project Director, Troy Prince, Executive Assistant	11/23/16	11/29/16								
10.12.185	Task: Send e-newsletter	Troy Prince, Executive Assistant	12/3/16	12/3/16								
10.12.186	Task: Collect feedback on prior e-newsletter	Troy Prince, Executive Assistant	12/4/16	12/18/16								
10.13	Activity: Hold Special Communication Forums with Teachers and Principals	Project Leads, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	9/1/13	12/16/13								

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10.13.1	Task: Identify objectives of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	9/1/13	9/15/13								
10.13.2	Task: Identify audience of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	9/1/13	9/15/13								
10.13.3	Task: Set date and venue for Communication Forum	Troy Prince, Executive Assistant	9/15/13	9/20/13								
10.13.4	Task: Invite attendees	Troy Prince, Executive Assistant	9/20/13	9/25/13								
10.13.5	Task: Plan Communication Forum agenda	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	9/15/13	9/30/13								
10.13.6	Task: Assign roles & responsibilities for staffing event	Jessica de Barros, Project Director, CCER Staff	9/15/13	9/30/13								
10.13.7	Task: Order translation equipment	Troy Prince, Executive Assistant	10/1/13	10/15/13								
10.13.8	Task: Order food	Troy Prince, Executive Assistant	10/1/13	10/15/13								
10.13.9	Task: Send reminder to attendees	Troy Prince, Executive Assistant	10/15/13	10/15/13								
10.13.10	Task: Develop exit ticket	CCER Staff	10/15/13	10/20/13								
10.13.11	Task: Order print copies of materials	Troy Prince, Executive Assistant	10/23/13	10/25/13								
10.13.12	Task: Hold event	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	10/30/13	10/30/13								
10.13.13	Task: Debrief event to identify course-corrections and to review feedback received	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	11/4/13	11/18/13								

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10.13.14	Task: Identify objectives of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	2/28/14	3/14/14								
10.13.15	Task: Identify audience of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	2/28/14	3/14/14								
10.13.16	Task: Set date and venue for Communication Forum	Troy Prince, Executive Assistant	3/14/14	3/19/14								
10.13.17	Task: Invite attendees	Troy Prince, Executive Assistant	3/19/14	3/24/14								
10.13.18	Task: Plan Communication Forum agenda	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	3/14/14	3/29/14								
10.13.19	Task: Assign roles & responsibilities for staffing event	Jessica de Barros, Project Director, CCER Staff	3/14/14	3/29/14								
10.13.20	Task: Order translation equipment	Troy Prince, Executive Assistant	3/30/14	4/13/14								
10.13.21	Task: Order food	Troy Prince, Executive Assistant	3/30/14	4/13/14								
10.13.22	Task: Send reminder to attendees	Troy Prince, Executive Assistant	4/13/14	4/13/14								
10.13.23	Task: Develop exit ticket	CCER Staff	4/13/14	4/18/14								
10.13.24	Task: Order print copies of materials	Troy Prince, Executive Assistant	4/21/14	4/23/14								
10.13.25	Task: Hold event	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	4/28/14	4/28/14								
10.13.26	Task: Debrief event to identify course-corrections and to review feedback received	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	5/3/14	5/17/14								

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10.13.27	Task: Identify objectives of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	8/27/14	9/10/14								
10.13.28	Task: Identify audience of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	8/27/14	9/10/14								
10.13.29	Task: Set date and venue for Communication Forum	Troy Prince, Executive Assistant	9/10/14	9/15/14								
10.13.30	Task: Invite attendees	Troy Prince, Executive Assistant	9/15/14	9/20/14								
10.13.31	Task: Plan Communication Forum agenda	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	9/10/14	9/25/14								
10.13.32	Task: Assign roles & responsibilities for staffing event	Jessica de Barros, Project Director, CCER Staff	9/10/14	9/25/14								
10.13.33	Task: Order translation equipment	Troy Prince, Executive Assistant	9/26/14	10/10/14								
10.13.34	Task: Order food	Troy Prince, Executive Assistant	9/26/14	10/10/14								
10.13.35	Task: Send reminder to attendees	Troy Prince, Executive Assistant	10/10/14	10/10/14								
10.13.36	Task: Develop exit ticket	CCER Staff	10/10/14	10/15/14								
10.13.37	Task: Order print copies of materials	Troy Prince, Executive Assistant	10/18/14	10/20/14								
10.13.38	Task: Hold event	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	10/25/14	10/25/14								
10.13.39	Task: Debrief event to identify course-corrections and to review feedback received	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	10/30/14	11/13/14								

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10.13.40	Task: Identify objectives of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	2/23/15	3/9/15								
10.13.41	Task: Identify audience of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	2/23/15	3/9/15								
10.13.42	Task: Set date and venue for Communication Forum	Troy Prince, Executive Assistant	3/9/15	3/14/15								
10.13.43	Task: Invite attendees	Troy Prince, Executive Assistant	3/14/15	3/19/15								
10.13.44	Task: Plan Communication Forum agenda	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	3/9/15	3/24/15								
10.13.45	Task: Assign roles & responsibilities for staffing event	Jessica de Barros, Project Director, CCER Staff	3/9/15	3/24/15								
10.13.46	Task: Order translation equipment	Troy Prince, Executive Assistant	3/25/15	4/8/15								
10.13.47	Task: Order food	Troy Prince, Executive Assistant	3/25/15	4/8/15								
10.13.48	Task: Send reminder to attendees	Troy Prince, Executive Assistant	4/8/15	4/8/15								
10.13.49	Task: Develop exit ticket	CCER Staff	4/8/15	4/13/15								
10.13.50	Task: Order print copies of materials	Troy Prince, Executive Assistant	4/16/15	4/18/15								
10.13.51	Task: Hold event	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	4/23/15	4/23/15								
10.13.52	Task: Debrief event to identify course-corrections and to review feedback received	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	4/28/15	5/12/15								

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10.13.53	Task: Identify objectives of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	8/22/15	9/5/15								
10.13.54	Task: Identify audience of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	8/22/15	9/5/15								
10.13.55	Task: Set date and venue for Communication Forum	Troy Prince, Executive Assistant	9/5/15	9/10/15								
10.13.56	Task: Invite attendees	Troy Prince, Executive Assistant	9/10/15	9/15/15								
10.13.57	Task: Plan Communication Forum agenda	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	9/5/15	9/20/15								
10.13.58	Task: Assign roles & responsibilities for staffing event	Jessica de Barros, Project Director, CCER Staff	9/5/15	9/20/15								
10.13.59	Task: Order translation equipment	Troy Prince, Executive Assistant	9/21/15	10/5/15								
10.13.60	Task: Order food	Troy Prince, Executive Assistant	9/21/15	10/5/15								
10.13.61	Task: Send reminder to attendees	Troy Prince, Executive Assistant	10/5/15	10/5/15								
10.13.62	Task: Develop exit ticket	CCER Staff	10/5/15	10/10/15								
10.13.63	Task: Order print copies of materials	Troy Prince, Executive Assistant	10/13/15	10/15/15								
10.13.64	Task: Hold event	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	10/20/15	10/20/15								
10.13.65	Task: Debrief event to identify course-corrections and to review feedback received	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	10/25/15	11/8/15								

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10.13.66	Task: Identify objectives of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	2/18/16	3/3/16								
10.13.67	Task: Identify audience of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	2/18/16	3/3/16								
10.13.68	Task: Set date and venue for Communication Forum	Troy Prince, Executive Assistant	3/3/16	3/8/16								
10.13.69	Task: Invite attendees	Troy Prince, Executive Assistant	3/8/16	3/13/16								
10.13.70	Task: Plan Communication Forum agenda	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	3/3/16	3/18/16								
10.13.71	Task: Assign roles & responsibilities for staffing event	Jessica de Barros, Project Director, CCER Staff	3/3/16	3/18/16								
10.13.72	Task: Order translation equipment	Troy Prince, Executive Assistant	3/19/16	4/2/16								
10.13.73	Task: Order food	Troy Prince, Executive Assistant	3/19/16	4/2/16								
10.13.74	Task: Send reminder to attendees	Troy Prince, Executive Assistant	4/2/16	4/2/16								
10.13.75	Task: Develop exit ticket	CCER Staff	4/2/16	4/7/16								
10.13.76	Task: Order print copies of materials	Troy Prince, Executive Assistant	4/10/16	4/12/16								
10.13.77	Task: Hold event	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	4/17/16	4/17/16								
10.13.78	Task: Debrief event to identify course-corrections and to review feedback received	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	4/22/16	5/6/16								

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10.13.79	Task: Identify objectives of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	8/16/16	8/30/16								
10.13.80	Task: Identify audience of Communication Forum	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	8/16/16	8/30/16								
10.13.81	Task: Set date and venue for Communication Forum	Troy Prince, Executive Assistant	8/30/16	9/4/16								
10.13.82	Task: Invite attendees	Troy Prince, Executive Assistant	9/4/16	9/9/16								
10.13.83	Task: Plan Communication Forum agenda	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations	8/30/16	9/14/16								
10.13.84	Task: Assign roles & responsibilities for staffing event	Jessica de Barros, Project Director, CCER Staff	8/30/16	9/14/16								
10.13.85	Task: Order translation equipment	Troy Prince, Executive Assistant	9/15/16	9/29/16								
10.13.86	Task: Order food	Troy Prince, Executive Assistant	9/15/16	9/29/16								
10.13.87	Task: Send reminder to attendees	Troy Prince, Executive Assistant	9/29/16	9/29/16								
10.13.88	Task: Develop exit ticket	CCER Staff	9/29/16	10/4/16								
10.13.89	Task: Order print copies of materials	Troy Prince, Executive Assistant	10/7/16	10/9/16								
10.13.90	Task: Hold event	Jessica de Barros, Project Director, CCER Staff, Peter Daniels, Exec. Dir. Communications & Public Relations, Troy Prince, Executive Assistant	10/14/16	10/14/16								
10.14	Activity: Regularly brief each Consortium school board and make effective use of the extensive public access TV channel system.	Jessica de Barros, Project Director, Peter Daniels, Exec. Dir. Communications & Public Relations	6/1/13	12/16/13			This activity will have additional tasks after schedules for presenting to each school board are developed each year.					

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10.14.1	Task: Develop schedule for presenting to each school board for Year 2	Jessica de Barros, Project Director, Peter Daniels, Exec. Dir. Communications & Public Relations	6/1/13	8/1/13								
10.14.2	Task: Reach out to school board presidents to request briefing time on agendas for Year 2	Peter Daniels, Exec. Dir. Communications & Public Relations	8/1/13	9/30/13								
10.14.3	Task: Develop schedule for presenting to each school board for Year 3	Jessica de Barros, Project Director, Peter Daniels, Exec. Dir. Communications & Public Relations	6/1/14	8/1/14								
10.14.4	Task: Reach out to school board presidents to request briefing time on agendas for Year 3	Peter Daniels, Exec. Dir. Communications & Public Relations	8/1/14	9/30/14								
10.14.5	Task: Develop schedule for presenting to each school board for Year 4	Jessica de Barros, Project Director, Peter Daniels, Exec. Dir. Communications & Public Relations	6/1/15	8/1/15								
10.14.6	Task: Reach out to school board presidents to request briefing time on agendas for Year 4	Peter Daniels, Exec. Dir. Communications & Public Relations	8/1/15	9/30/15								
10.15	Activity: Conduct Parent Poll to determine parental attitudes about schools, as well as aspirations for their children.	CCER Staff	9/1/13	12/1/13								
10.15.1	Task: Meet with local funders to seek funding for poll	CCER Staff	6/1/13	8/1/13								
10.15.2	Task: Research vendors to conduct a large scale public opinion poll in the Road Map region	CCER Staff	8/2/13	9/1/13								
10.15.3	Task: Select vendor to conduct poll	CCER Staff	9/1/13	10/1/13								
10.15.4	Task: Write contract to conduct poll	CCER Staff	10/2/13	10/16/13								
10.15.5	Task: Conduct poll	Vendor	10/23/13	11/22/13								
10.15.6	Task: Write poll results report	Vendor	11/23/13	12/7/13								
10.15.7	Task: Review poll results and identify findings that can be used as input for further engagement and improvement strategies in RTT-D work.	CCER Staff, Jessica de Barros, Project Director	12/9/13	12/21/13								
10.15.8	Task: Meet with local funders to seek funding for poll	CCER Staff	10/14/14	12/1/14								
10.15.9	Task: Research vendors to conduct a large scale public opinion poll in the Road Map region	CCER Staff	1/30/15	3/1/15								
10.15.10	Task: Select vendor to conduct poll	CCER Staff	3/1/15	3/31/15								
10.15.11	Task: Write contract to conduct poll	CCER Staff	4/1/15	4/15/15								
10.15.12	Task: Conduct poll	Vendor	4/22/15	5/22/15								
10.15.13	Task: Write poll results report	Vendor	5/23/15	6/6/15								
10.15.14	Task: Review poll results and identify findings that can be used as input for further engagement and improvement strategies in RTT-D work.	CCER Staff, Jessica de Barros, Project Director	6/8/15	6/20/15								
10.16	Activity: Regularly meet with Community Network Steering Committee to promote engagement and communication with parents and youth.	Jessica de Barros, Project Director	4/1/13	12/16/13								

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10.16.1	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	4/1/13	4/30/13								
10.16.2	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	5/1/13	5/30/13								
10.16.3	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	5/31/13	6/29/13								
10.16.4	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	6/30/13	7/29/13								
10.16.5	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	7/30/13	8/28/13								
10.16.6	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	8/29/13	9/27/13								
10.16.7	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	9/28/13	10/27/13								
10.16.8	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	10/28/13	11/26/13								
10.16.9	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	11/27/13	12/26/13								
10.16.10	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	12/27/13	1/25/14								
10.16.11	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	1/26/14	2/24/14								
10.16.12	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	2/25/14	3/26/14								
10.16.13	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	3/27/14	4/25/14								
10.16.14	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	4/26/14	5/25/14								
10.16.15	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	5/26/14	6/24/14								
10.16.16	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	6/25/14	7/24/14								
10.16.17	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	7/25/14	8/23/14								
10.16.18	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	8/24/14	9/22/14								
10.16.19	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	9/23/14	10/22/14								
10.16.20	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	10/23/14	11/21/14								
10.16.21	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	11/22/14	12/21/14								
10.16.22	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	12/22/14	1/20/15								
10.16.23	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	1/21/15	2/19/15								
10.16.24	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	2/20/15	3/21/15								
10.16.25	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	3/22/15	4/20/15								

Item	Activities, Tasks, Milestones, and Deliverables	Key Personnel	Start Date (mm/dd/yy)	End Date (mm/dd/yy)	Status Choose: Not Begun, In Progress, or Complete: mm/dd/yy	In Progress Status Choose: Ahead; On-track; Off- track; Immediate attn reqd	Notes	Dependent Activities (in other projects)	Budget Reference	Change from application (includes pg. reference)	Rationale for change	Implications on other activities, performance measures, and budget?
10.16.26	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	4/21/15	5/20/15								
10.16.27	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	5/21/15	6/19/15								
10.16.28	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	6/20/15	7/19/15								
10.16.29	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	7/20/15	8/18/15								
10.16.30	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	8/19/15	9/17/15								
10.16.31	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	9/18/15	10/17/15								
10.16.32	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	10/18/15	11/16/15								
10.16.33	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	11/17/15	12/16/15								
10.16.34	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	12/17/15	1/15/16								
10.16.35	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	1/16/16	2/14/16								
10.16.36	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	2/15/16	3/15/16								
10.16.37	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	3/16/16	4/14/16								
10.16.38	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	4/15/16	5/14/16								
10.16.39	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	5/15/16	6/13/16								
10.16.40	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	6/14/16	7/13/16								
10.16.41	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	7/14/16	8/12/16								
10.16.42	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	8/13/16	9/11/16								
10.16.43	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	9/12/16	10/11/16								
10.16.44	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	10/12/16	11/10/16								
10.16.45	Task: Attend monthly Community Network Steering Committee meeting.	Jessica de Barros, Project Director	11/11/16	12/10/16								
10.17	Activity: Hold Road Map Regional Parent "Cradle to College and Career" Conference	CCER Staff	41306	12/16/13			This Conference is referred to as the Parent Forum in this SOW.					
10.17.1	Task: Identify objectives of Parent Forum	CCER Staff	2/1/13	2/15/13								
10.17.2	Task: Identify audience of Parent Forum	CCER Staff	2/1/13	2/15/13								
10.17.3	Task: Set date and venue for Parent Forum	CCER Staff	2/15/13	2/20/13								
10.17.4	Task: Invite attendees	CCER Staff	2/20/13	2/25/13								
10.17.5	Task: Plan Parent Forum agenda	CCER Staff	2/15/13	3/2/13								

Item	Activities, Tasks, Milestones, and Deliverables	Key Personnel	Start Date (mm/dd/yy)	End Date (mm/dd/yy)	Status Choose: Not Begun, In Progress, or Complete: mm/dd/yy	In Progress Status Choose: Ahead; On-track; Off-track; Immediate attn reqd	Notes	Dependent Activities (in other projects)	Budget Reference	Change from application (includes pg. reference)	Rationale for change	Implications on other activities, performance measures, and budget?
10.17.6	Task: Assign roles & responsibilities for staffing event	CCER Staff	2/15/13	3/2/13								
10.17.7	Task: Order translation equipment	CCER Staff	3/3/13	3/17/13								
10.17.8	Task: Order food	CCER Staff	3/3/13	3/17/13								
10.17.9	Task: Send reminder to attendees	CCER Staff	3/17/13	3/17/13								
10.17.10	Task: Develop exit ticket	CCER Staff	3/17/13	3/22/13								
10.17.11	Task: Order print copies of materials	CCER Staff	3/25/13	3/27/13								
10.17.12	Task: Hold event	CCER Staff	4/1/13	4/1/13								
10.17.13	Task: Debrief event to identify course-corrections and to review feedback received	CCER Staff	4/6/13	4/20/13								
10.17.14	Task: Identify objectives of Parent Forum	CCER Staff	2/1/14	2/15/14								
10.17.15	Task: Identify audience of Parent Forum	CCER Staff	2/1/14	2/15/14								
10.17.16	Task: Set date and venue for Parent Forum	CCER Staff	2/15/14	2/20/14								
10.17.17	Task: Invite attendees	CCER Staff	2/20/14	2/25/14								
10.17.18	Task: Plan Parent Forum agenda	CCER Staff	2/15/14	3/2/14								
10.17.19	Task: Assign roles & responsibilities for staffing event	CCER Staff	2/15/14	3/2/14								
10.17.20	Task: Order translation equipment	CCER Staff	3/3/14	3/17/14								
10.17.21	Task: Order food	CCER Staff	3/3/14	3/17/14								
10.17.22	Task: Send reminder to attendees	CCER Staff	3/17/14	3/17/14								
10.17.23	Task: Develop exit ticket	CCER Staff	3/17/14	3/22/14								
10.17.24	Task: Order print copies of materials	CCER Staff	3/25/14	3/27/14								
10.17.25	Task: Hold event	CCER Staff	4/1/14	4/1/14								
10.17.26	Task: Debrief event to identify course-corrections and to review feedback received	CCER Staff	4/6/14	4/20/14								
10.17.27	Task: Identify objectives of Parent Forum	CCER Staff	2/1/15	2/15/15								
10.17.28	Task: Identify audience of Parent Forum	CCER Staff	2/1/15	2/15/15								
10.17.29	Task: Set date and venue for Parent Forum	CCER Staff	2/15/15	2/20/15								
10.17.30	Task: Invite attendees	CCER Staff	2/20/15	2/25/15								
10.17.31	Task: Plan Parent Forum agenda	CCER Staff	2/15/15	3/2/15								
10.17.32	Task: Assign roles & responsibilities for staffing event	CCER Staff	2/15/15	3/2/15								
10.17.33	Task: Order translation equipment	CCER Staff	3/3/15	3/17/15								
10.17.34	Task: Order food	CCER Staff	3/3/15	3/17/15								
10.17.35	Task: Send reminder to attendees	CCER Staff	3/17/15	3/17/15								
10.17.36	Task: Develop exit ticket	CCER Staff	3/17/15	3/22/15								
10.17.37	Task: Order print copies of materials	CCER Staff	3/25/15	3/27/15								
10.17.38	Task: Hold event	CCER Staff	4/1/15	4/1/15								
10.17.39	Task: Debrief event to identify course-corrections and to review feedback received	CCER Staff	4/6/15	4/20/15								
10.17.40	Task: Identify objectives of Parent Forum	CCER Staff	2/1/16	2/15/16								
10.17.41	Task: Identify audience of Parent Forum	CCER Staff	2/1/16	2/15/16								
10.17.42	Task: Set date and venue for Parent Forum	CCER Staff	2/15/16	2/20/16								
10.17.43	Task: Invite attendees	CCER Staff	2/20/16	2/25/16								
10.17.44	Task: Plan Parent Forum agenda	CCER Staff	2/15/16	3/1/16								
10.17.45	Task: Assign roles & responsibilities for staffing event	CCER Staff	2/15/16	3/1/16								
10.17.46	Task: Order translation equipment	CCER Staff	3/2/16	3/16/16								
10.17.47	Task: Order food	CCER Staff	3/2/16	3/16/16								
10.17.48	Task: Send reminder to attendees	CCER Staff	3/16/16	3/16/16								
10.17.49	Task: Develop exit ticket	CCER Staff	3/16/16	3/21/16								
10.17.50	Task: Order print copies of materials	CCER Staff	3/24/16	3/26/16								
10.17.51	Task: Hold event	CCER Staff	3/31/16	3/31/16								
10.17.52	Task: Debrief event to identify course-corrections and to review feedback received	CCER Staff	4/5/16	4/19/16								