Creating a Shared Vision: Workgroup Planning & Report Outs April 4, 2014

INSTRUCTIONS

CHART 1: End Result and Year 3 Objectives

1. Please review your **End Result(s) and Year 3 Objective(s)** pre-populated at the top of Chart 1 on the next page. Are they specific, measurable, realistic, clear and concise? Does each accomplishment have a time frame? Does it start with a verb to show action?
   - Review and revise as necessary.
   - State the **date** you will have achieved your end result and complete this sentence: "By, (x date), we will have (use a verb in past tense)…." For example:

Data Nerds End Result: By June, 2015, we will have: ▪ Increased data sharing across agencies such as EDD and DDS that collect employment related data of individuals with IDD. ▪ Increased knowledge of the California employment landscape for individuals with IDD.
Year 3 Objectives: *By September 30, 2014 we will have:* ▪ Increased use of the data dashboard measured through counted hits to front page and back pages of dashboard at launch of data dashboard and monthly/quarterly.

CHART 2: Quarterly Reflection

2. What **Activities** have you completed since the January 13th Meeting? What activities remain?
   - Review the **Quarterly Milestone** you set in the January 13 meeting (1st column below), and list the activities your workgroup accomplished toward that milestone in the 2nd column of Chart 2. Also list the activities you had planned to accomplish toward your Quarterly Milestone that were not yet accomplished. Start with a verb.

3. For your **REPORT OUT** to the full group Identify 1-3 of the activities you completed. Print each **completed** task on a separate sheet of YELLOW paper using landscape orientation, a dark marker, and all caps. PRINT LARGE!

CHART 3: FUTURE ACTIVITIES

4. What **Quarterly Milestone(s)** will you complete by our next face-to-face meeting on June 30th?

- Write it in the box in Chart 3, making sure it is (a) specific, (b) measurable, (c) realistic, and (d) clear and concise (see example below). Start with a verb, use past tense. **For your REPORT OUT**, print each **Milestone** on a separate sheet of LIME paper using landscape orientation, a dark marker, and all caps. PRINT LARGE!

Quarterly Milestone:
▪ Launched data dashboard front page. ▪ Launched data dashboard back pages.

5. What **Activities** will your group complete to achieve your **Quarterly Milestone(s)**?

- Identify the **Activities** your workgroup needs to do between now and June 30 to accomplish your next Quarterly Milestone. Write them in Chart 3 below, start each with a verb. Identify who will take responsibility for ensuring the task is completed and by what date. You do not need to report these Activities to the large group.

Workgroup Name: America's Next Top Models

CHART 1: End Result & Year 3 Objectives

End Result (including products): What does your workgroup ultimately aim to achieve and **when** do you intend to have achieved it? State in measurable terms.	**Year 3 Objectives to be achieved by September 30, 2014:** What does your workgroup intend to accomplish by the end of this grant year, that will help you move closer to achieving your End Result? State in measurable terms and start with a verb. "By 9/30/14, we will have (+ a verb)…"
Current End Result: *We want to have our products and best practices in a form that will allow convenient access/distribution.* Revised End Result: *By September 30, 2016 we will have all of the LECT and CECY products and Best Practices organized and presentable in a form that will allow convenient access/distribution. They will be housed in a sustainable site that will allow access and distribution well beyond the funding for the project.*	Current Year 3 Objectives: • *Acquired resources for storage and accessibility of our products and best practices.* • *Catalogued products and best practices to increase accessibility and demonstrate what we actually have.* Revised Year 3 Objectives: *By September 30, 2014 we will have:* *a.) Acquired resources for storage and access of our products and best practices;* *b.) Catalogued our products and best practices to increase accessibility, to demonstrate what we actually have and to provide a meaningful context for others to explore our products and practices;* *c.) Held at least four Community Conversations in LECT communities and have firm schedules and plans in place for the remaining three to be held later in the fall.*

CHART 2: End Result & Year 3 Objectives

Quarterly Milestone(s) Set at Last Quarterly Meeting (to be accomplished by 4/4/14)	**Status Report: January-April 4, 2014** What activities have been completed toward the Milestone you set? What was not yet completed?	**Key Barriers** Please indicate any 1) internal workgroup barriers, 2) systemic barriers to completing your work
• *Establish parameters of what we need for storage.* • *Develop verified lists of products so we can begin indexing and cataloguing.* • *Hold one Community Conversation in a LECT community which can be used as a pilot for our future such events.*	COMPLETED: *1.) We explored the possibility of using the Employment Section of the Tarjan Center website as our storage and display site. We found out that it is indeed feasible to use that website and have adequate storage and accessibility for our purposes. We also developed a rough model for organizing the material.* *2.) We developed a list of some 38 products and best practices as a starting point for "the collection". It has begun to fall into a basic organization. It will grow and the organization will evolve as it does grow.* *3.) The Taft Community Conversation was held on March 26, 2014. We learned a great deal that will help in the planning of future such events.* REMAINS TO BE COMPLETED:	*1.) Having adequate time and energy to keep moving forward is a true challenge.* *2.) Getting everyone to be timely in submission of work is another challenge.* *3.) The LECT grants are sufficiently small that they probably do not adequately support the work that is being done. This means that everyone is stretched a bit thinner than is desirable.* *4.) We are making progress in spite of our limitations.*

Chart 3: Planned Activities for April – June 201

Next Quarterly Milestone(s) to be accomplished by 6/30/14: *By June 30, 2014, as a result of all our activities, we will (start with a verb in past tense to describe what will be different.)…*

1.) LECT products/ best practices will be posted online.
2.) All Community Conversations will be scheduled and planning will be underway.

ACTIVITIES

Please identify any activities your workgroup needs to do to achieve your 6/30/14 Milestone. Be sure to include next steps for collaborating with any other workgroups or other entities.

ACTIVITY	PERSON RESPONSIBLE	START DATE	END DATE
Put at least 20 products/best practices onto the website. They will be available to be accessed and they will be presented with some contextual/transition material around them.	*Mike Clark is the person with direct oversight. Beth Stoffmacher is helping.*	*April 7*	*June 27*
Each product up on the website will be connected to the High Performing States Framework.	*Mike Clark has major responsibility; Bree Kennedy is helping.*	*April 24*	*June 27 (although both of these activities will be ongoing until all products/practices are up on the website).*
All of the Community Conversations will be scheduled and moving forward in the planning process.	*Gina Semenza has primary responsibility. Katharine Hayward, Olivia Raynor and Mike Clark are helping.*	*April 4*	*June 27 (CCs will be held in accordance w/plans to be developed. Entire activity should be completed in the Fall, but likely not by September 30.)*