CARES CT
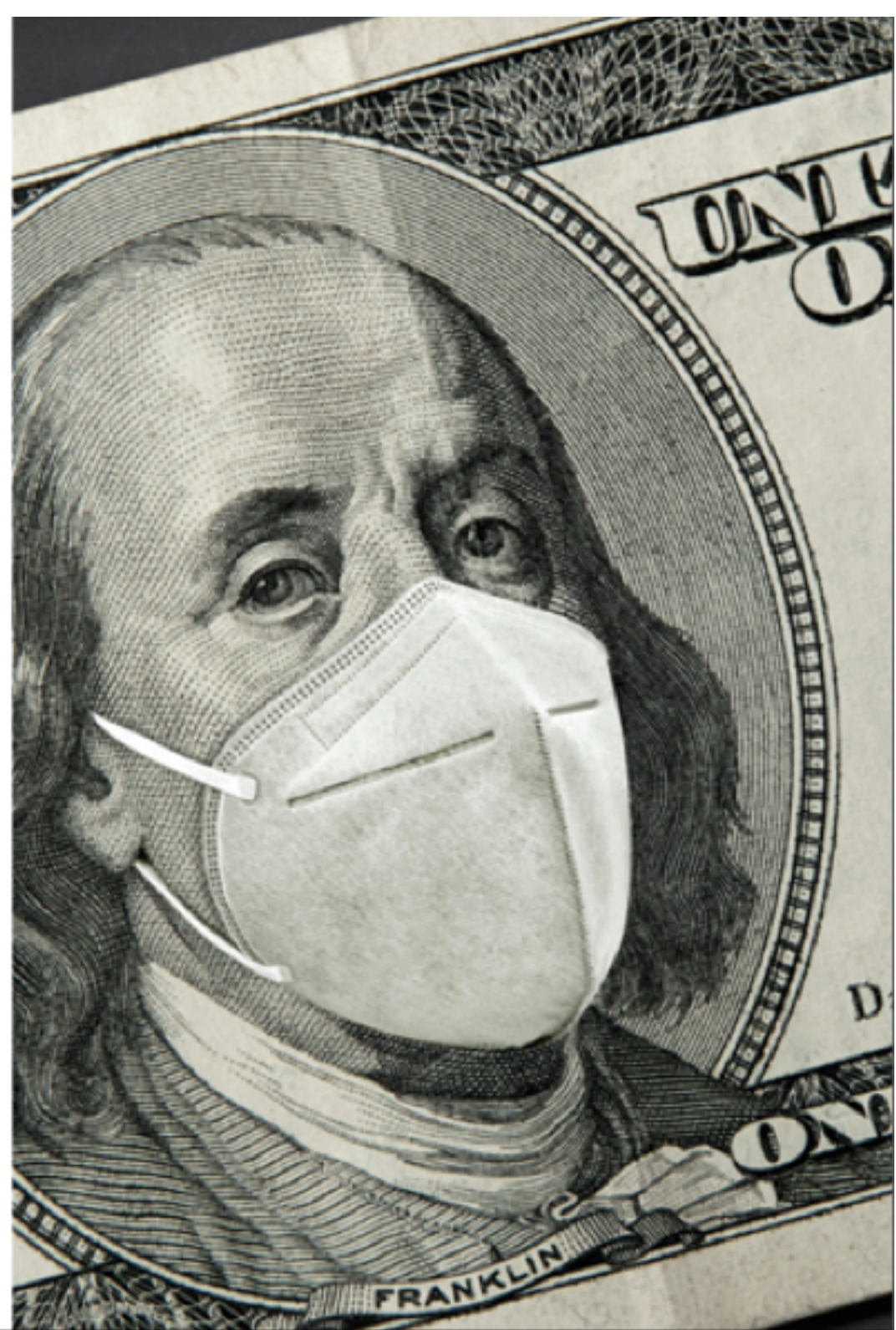
K12 Wireless Improvements Project

Wrike Training + Project Structure

Agenda

- Website
- Tools
- Stakeholders
- Standard meetings
- Wrike training
- Dashboard
- Sticker Process
- Reimbursement Process

Website

The place to get all information about CARES Act - K12 Wireless Improvements project.

https://uen.org

Wrike

Login to Wrike

- Checkout your project

Google

Goto Spreadsheet

- Checkout the Sticker spreadsheet

Stakeholders

Escalation

Jim Stewart
Executive Stakeholder

Lisa Kuhn
Executive Stakeholder

Jeff Egly
Project Owner

Kelleigh Cole
CARES Act

Cory Stokes
Program Managaer

Joleen Hale
Project Coordinator

TECH SERVICES	SITES	CONTRACTS	FINANCE	PROPERTY ACCTNG
Barry Byron
Solution Strategy/SME	LEA
Project Manager	Michael Shuping
MOU	Sherylynn
Finance	Brandon Zimmerman
Inventory
Kat Shimizu
Project Structure & Processes		Denise Elwood
CARES Act Stickers		

Meeting Schedule

- August 5th at 10am to 11am
  - o Training on Wrike
  - o Update
- August 12th at 10am to 10:30am
  - o Standup meeting
- August 19th at 10am to 11am
  - o Training on Wrike
- August 26th at 10am to 10:30am
  - o Standup meeting
- September 2nd at 10am to 11am
  - o Training on Wrike
- September 9th at 10am to 10:30am
  - o Standup meeting
- September 16th 10am to 11am
  - o Training on Wrike
- September 23rd at 10am to 10:30am
  - o Standup meeting
- September 30th 10am to 11am
  - o Training on Wrike
- October 7th at 10am to 10:30am
  - o Standup meeting
- October 14th 10am to 11am
  - o Training on Wrike
- October 21st at 10am to 10:30am
  - o Standup meeting

EVERY WEDNESDAY

Got a question?

Issue?

Risk?

Need help?

Training?

Wrike

Project Plan

Issues and Risks Log*

Set default view

Reimbursement Tasks

Attach documents**

Complete Task or Milestone**

*It is a good thing to raise

** Add PO documents and complete Order equipment task

Dashboard

We will use the dashboard to report progress to Lisa and Kelleigh. And most importantly, see if we can help any project move forward.

Sticker Process

To receive your CARE Act stickers > fill out the form > Denise will mail stickers to you

Reimbursement Checklist

The MOU attachment lists all the tasks you need to do in order to submit for reimbursement.

Submit for Reimbursement

Contact Us

This form is available from Wrike or using the URL. Send us any questions or comments. Remember an issues, risks or decisions are submitted in your projects Issue Log.

Click here

≡ ⊕ Inbox **1** My to-do Dashboards •••   🔍 Search   ⑦

< **CARES ACT K12 Wireless Improvements– Contact Us**

Our team is here for you online. Do you have a question about the MOU or any of the other attachments? How can we help?

Subject

Question

Attachment

Choose files or drag & drop them here

Get Feedback

qualtrics^{XM}   Wrike   Google

AP's and Ekahau count due weekly

Project Milestones or Survey or Spreadsheet?