CARES ACT

K12 WIRELESS IMPROVEMENTS

MEETING#2
AGENDA

• LEA Project Manager
• Priority
• Issues/Risk Log
• Wrike Training
• Weekly Update
• Project Wiki
• Stakeholders Update
• Reimbursement
GOT YOUR WRIKE ACCOUNT?
Accept invite. Search your email for noreply@wrike.com
CARES Act K12 WiFi Improvements -

Joleen Hale

To: CARES_K-12_WiFi@lists.uiuc.edu
Cc: Lisa Kuhn [LSK-UIUC], Denise Elwood

Friday, August 7, 2020 at 12:30 PM

This message is flagged for follow up.

Hello,

Thanks for all the work each you are doing on your WiFi CARES project. We wanted to give you some updates and some information on our project.

Contact Us
If you have any questions, please submit a ticket at the Contact Us.

By submitting a ticket it will ensure someone from our ULCN project team can quickly help you. We would really like to get all questions in Wiki and not in email. In Wiki the team can track and report the progress of each project, issues or risks that have been added to the projects.

Stickers
To request your CARES Act property stickers please go to the Google sheet called CARES Act K12 WiFi Improvement - Stickering.

You will need to populate all the information in the sheet. Once done Denise Elwood will send you the stickers to the address provided. She will send more than requested so you have a few extra in case you need them. If you find you need more than that, make another request in the sheet and note that it's an additional request.

- One of the questions we had in our meeting on 8/5 was if the stickers are outdoor stickers. We have been informed by the manufacturer they are for indoor AND outdoor use. You will NOT need to identify indoor/outdoor on the Google sheet.
- If you want to track the status of your stickers then go to the Google sheet for Date Sent.
- PLEASE REMEMBER THE STICKER NEEDS TO BE VISIBLE ON THE EQUIPMENT AT ALL TIME.

Wiki
- Weekly Status
  - Update task called "Equipment Ordered" in your project plan
    - If you have ordered your equipment please go into your project and upload your purchase order(s) and change the status to Completed.
  - One-time email status. Going forward all statuses will be submitted in Wiki.
    - If you have not already replied to Barry’s email for order status, Yes or No (If no, why not and when that will be done)
- Hours Log
  - We are working on the issue of not being able to add a task (risk/issue) in your projects. In the meantime, please use the Contact Us ticket.
- Project Plans: We will be updating your project plan next week.
  - This will have the checklist tasks you will have to do to get reimbursement.
  - Each of you (the contacts) should have received a Wiki invite to your project. If you do not, please submit a Contact Us ticket and let us know.
LEA PROJECT MANAGER

• Main Point of Contact
• Weekly update
• Submit issues and risks
• Reimbursement Packet
PRIORITY

EQUIPMENT ORDERED
ISSUE/RISK LOG

Anything that is preventing the program or projects from moving forward.
WRIKE TRAINING

VIEW, STATUS, EMAIL
WRIKE EMAIL NOTIFICATIONS

Goto Profile > Settings > Email Preferences

Task, Project, and Folder Updates

To help you stay up-to-date with work, we notify you via email of changes made to tasks you follow.

Notify me by email when:

- [ ] Someone @mentions me
- [ ] Someone assigns me a task
- [ ] Folder or task I follow is shared with someone new
- [ ] Report is shared with me or delivered on schedule

For tasks assigned to me or created by me:

- [ ] Date, Assignee, or Status is changed
- [ ] Task description changes, or files are added
- [ ] Someone comments without @mentioning me or my group
- [ ] Task is added or removed from a Project or Folder

For other tasks I follow:

- [ ] Date, Assignee, or Status is changed
- [ ] Task description changes, or files are added
- [ ] Someone comments without @mentioning me or my group
- [ ] Task is added or removed from a Project or Folder
WRIKE VIEW

List view > Filter by all active > Priority by date
WRIKE TASK STATUS

Each Friday update the milestones or tasks are in progress or completed.
PLAN UPDATE & REIMBURSEMENT

Submit anything that is or could prevent your project from moving forward
PHOTOS - LET'S CHAT

The photo requirements have changed. Let's talk examples so everyone is clear on how many and what type of photos to take. At least a handful of equipment of need a photo with CARES sticker.

| 5min | Photo requirement for reimbursement | Lisa | Tell a story by pictures. Is there something unique you want to show?  
Examples  
- One photo at a couple installs  
- Take photo of each school interior or exterior that you are visiting.  
- Outside on roof top  
- Show antenna |
PROJECT WIKI

FAQ, Links and more to come. FAQ's come from Contact Us questions.
FAQ

Populated from the Contact Us questions and answers.

Q: Are the CARES Act stickers waterproof?
A: Yes.

Q: How long does it take to receive CARES stickers?
A: Stickers are being processed in approximately 1 business day and are sent via USPS or FedEx. You can also pick up the stickers at the Eccles Broadcast Center. To check on the status of your order, go to the Sticker spreadsheet and refer to the last column that has the "Date Sent".

Q: How do I get a Wrize account?
A: If you do not have or cannot find your Wrize account email then submit to Contact Us form. We can resend the invite or create it if not already.

Did you check your junk folder or search for the email noreply@wrize.com to find your Wrize account invite?

Q: What if I am not invited to LEA All hands meeting?
A: Submit a Contact Us form and we will send you a meeting notice.

Q: How can I order my CARES Stickers?
A: Place your order at this link https://docs.google.com/spreadsheets/d/1mouol75SmQaAo93ijxBi_qCmqKsRZlGRQuW8jouCK/edit?usp=sharing
STAKEHOLDERS
Anyone who is interest or stake in the program or project.

CONTACT US
K12 WIRELESS IMPROVEMENTS

Q&A