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
Login to Wrike

- Checkout your project

Goto Spreadsheet

- Checkout the Sticker spreadsheet
Stakeholders

Escalation

Jim Stewart
Executive Stakeholder

Jeff Egly
Project Owner

Cory Stokes
Program Manager

Joleen Hale
Project Coordinator

Lisa Kuhn
Executive Stakeholder

Kelleigh Cole
CARES Act

**TECH SERVICES**

Barry Byron
Solution Strategy/SME

Kat Shimizu
Project Structure & Processes

**SITES**

LEA
Project Manager

**CONTRACTS**

Michael Shuping
MOU

Denise Elwood
CARES Act Stickers

**FINANCE**

Sherylynn
Finance

**PROPERTY ACCTNG**

Brandon Zimmerman
Inventory
Meeting Schedule

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

Got a question?
Issue?
Risk?
Need help?
Training?
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.

CARES Act Project Packet Instructions

The following checklist should be included on a project-by-project basis for every project undertaken using money derived from the CARES Act. Each individual project should include the following items within its own individual project packet. Additionally, the project summary checklist sheet should be signed off upon by the preparer (project manager) and the reviewer (finance personnel) for accuracy and completeness.

1.) Summary Checklist:
   - Create a summary sheet with a checklist as follows:
     - Procurement rules summary
     - Purchase order(s)
     - Invoice(s)
     - Packing slip(s)
     - Tagged inventory
     - Proof of installation of inventory
     - Voucher(s) for payment and posting
     - Project manager signature evidencing accuracy and completeness
     - Finance personnel signature evidencing accuracy and completeness

2.) Procurement Rules Summary:
   - Provide an explanation of the procurement process for the department/university and how procurement on a project related to the CARES Act is in compliance with the department/university guidelines. Provide any relevant RFIs related to the procurement process for the project.

3.) Purchase Order(s):
   - Provide all purchase orders related to the project undertaken as part of the CARES Act.

4.) Invoice(s):
   - Provide all invoices related to the project undertaken as part of the CARES Act.

5.) Packing Slip(s):
   - Provide packing slips for all inventory received related to the project undertaken as part of the CARES Act.

6.) Tagged Inventory:
   - Provide tagged inventory evidence for all inventory received related to the project undertaken as part of the CARES Act.

7.) Installation of Inventory:
   - Provide picture evidence of installed inventory received related to the project undertaken as part of the CARES Act.

8.) Voucher(s) for Payment and Posting:
   - Provide all payment vouchers related to the project undertaken as part of the CARES Act.

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
Get Feedback

qualtrics™  Wrike  Google

AP's and Ekahau count due weekly
Project Milestones or Survey or Spreadsheet?