

## Operational Planning Teams & Tasks

Operational Planning Tasks	Team Members	Task Completion Target Date
<p><b>1. Project Management</b>— Maintain oversight of the project as a whole and will facilitate the sharing of information amongst the teams</p>		
<p><b>2. Repository Users Planning</b>—Policies &amp; guidelines for <b>users</b> including: account eligibility and access and collection of user information</p>		
<p><b>3. Content Development and Acquisition</b>—Develop policies &amp; guidelines for <b>content</b> including: areas of focus, acquisition strategies, acceptable file formats, access and permissions, and copyright and maintenance issues</p>		
<p><b>4. Metadata Tasks</b>— Policies &amp; guidelines for <b>metadata</b> including: metadata schema to be used, method of attaching metadata to items, and required fields</p>		
<p><b>5. Quality Review Tasks</b>—Policies &amp; guidelines for <b>quality review</b> including: evaluation criteria for learning objects, review process and workflow for item reviews</p>		
<p><b>6. Fiscal Planning</b>—Research applicable funding sources, recommend most promising resources, and create processes and timelines for securing funds</p>		
<p><b>7. Technical Advisory Group: Software</b>— Research available <b>software</b> platforms, develop selection criteria (gather input from other task groups, participate in review or RFP)</p>		

<p><b>8. Technical Advisory Group: Hardware &amp; System Support</b>— Research and selection of <b>technical infrastructure</b> needs including <b>hardware</b>, hosting, bandwidth, &amp; facilities</p>		
<p><b>9. Staffing Assessment</b>—Determine staffing requirements, identify available individuals who might be assigned to the project, develop position descriptions &amp; duties, and research possible salaries</p>		
<p><b>10. Change Management Planning</b> - Research and recommend structures for:</p> <ul style="list-style-type: none"> <li>• Marketing/awareness vehicles, strategies, and schedules</li> <li>• promoting adoption by users</li> <li>• discovery of existing shareable content with the state</li> <li>• capturing system problems and generating solutions</li> </ul>		
<p><b>11. Evaluation Planning</b>—Develop Evaluation Plan, determine how you will gather information on user adoption and response, how you will review the project for things that might need to be changed, and how you will decided if the project is successful.</p>		
<p><b>12. Project Plan Development</b>—Create a detailed project plan, develop a schedule which includes all project tasks and establish timeline for completion.</p>		
<p><b>13. Project Budget</b>—draft a three-year project budget based on defined needs and funding models</p>		