

PROJECT PLAN v 1.0
9-22-2014

PROJECT: Increase Membership in National Nexus Program

PROJECT TEAM: Christy Vandevender, AL
Gene Walborn, MT
Deanna Munds-Smith, AR
Janice McGee, NM
Thomas Shimkin, MTC

STAFF: Ben Abalos, MTC

FACILITATOR: Elizabeth Harchenko

PROJECT DESCRIPTION: The purpose of this project is to identify the barriers to state membership in the National Nexus Program and propose solutions to remove those barriers. The project will also identify the program characteristics that attract states to become members. *See project description for more details.*

TARGET COMPLETION DATE: January 31, 2015

HIGH-LEVEL PROJECT TIME LINE:

- October 2014 – First team meeting (teleconference). Review project description and project plan and make needed changes. Discuss research tools to use – email survey; telephone survey; in-depth interviews; which states to contact; questions to be asked. Assign tasks: in depth survey question development.
- Late October 2014 – Teleconference. Decide on research tool(s) and process. Finalize research questions and states to contact. Assign tasks: Who to contact, time frame for contacts and reporting results.
- Mid-November 2014 – Teleconference. Report on research results. Develop initial list of barriers to membership and benefits of membership. Discuss and decide what to report to Nexus Committee during December meeting in Nashville.
- December 2014 – Nexus Committee Meeting, Nashville. Progress report to Nexus Committee.
- December 2014 - Teleconference to review feedback from Nexus Committee. Discuss possible recommendations for action and contents of final report. Discuss potential criteria for evaluation of project recommendations.
- January 2015 – Review and revise draft report on project results. Adopt final report.