

PROJECT PLAN v 1.4
2-2-2015

PROJECT: Increase Membership in National Nexus Program

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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: July 15, 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. **Meeting held 10-14-14**
- 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. **Meeting held 10-29-14**
- Mid-November 2014 – Teleconference. Discuss and decide what to report to Nexus Committee during December meeting in Nashville. Discuss any questions about survey process. **Meeting held 11-19-14**
- December 11, 2014 – Nexus Committee Meeting, Nashville. Progress report to Nexus Committee. Questions about barriers and benefits to membership. **Meeting held.**
- December 16, 2014 - Teleconference. Status report on contact with non-participating states. **Meeting held.**
- January 29, 2015 – Teleconference. Status report on contact with non-participating states. **Meeting held.**
- February 10, 2015 – Teleconference. Status report on contact with states. Discuss available feedback. Discuss next steps.
- March 11, 2015 – Nexus Committee meeting. Status report to committee.
- April 2015 – Teleconference. Discuss tentative conclusions and recommendations.
- May 2015 – Teleconference. Review draft report to Nexus Committee.
- June 2015 – Teleconference. Finalize report to Nexus Committee and Steering Committee.