

MITTNet Operational Plan
Activities and Timelines

updated: 5/18/09

Key:

completed
in progress
not started

Action	Responsibility	Week of												Fall 2009	Winter 2009	Winter 2010	Spring 2010	Comments
		5/4	5/11	5/18	5/25	6/1	6/8	6/15	6/22	6/29	7/6	7/13	7/20					
Implementation Management																		
MITT Planning Work session	core Impl. Team (all tm ldrs)	X																
Finalize Operational actions & timeline (this chart)	core Impl. Team (all tm ldrs)			X														
Confirm Target Audience team plans are finalized	core Impl. Team (all tm ldrs)					X												
Confirm Marketing Plan is finalized	core Impl. Team (all tm ldrs)					X												
Confirm Communication Plan is finalized	core Impl. Team (all tm ldrs)						X											
Work with eXtension to finalize MITTNet specs	core Impl. Team (all tm ldrs)		X	X	X	X	X											
Work with Evaluation Team to finalize MITTNet Logic Model	core Impl. Team (all tm ldrs)				X													
MITTNet Site																		
<i>Level 1 actions (immediate to prepare for launch)</i>																		
Brainstorm list of critical issues	TA leaders	X																
Finalize critical issue list & specs	TA leaders-->eXtension-->developer		X	X														
Develop graphic identity	Henrietta Ritchie-Holbrook				X	X	X											
Send draft of site specs to TA leaders for review	Dan Cotton/eXtension		X	X														
Develop online submission form for MITTNet	eXtension			X														
Build prototype MITTNet site	eXtension & Ray Kimsey-developer			X	X	X												
Complete Level 1 specifications and testing	eXtension/Core Team/_____						X											
Integrate Cascading Style Sheets	Henrietta & Ray																	
Launch site	Web developer & eXtension & Mktg								X									
<i>Level 2 actions (*to be scheduled after launch):</i>																		
*Investigate how to import data from AgRisk Ed library	eXtension & Bob Craven																	
*Develop data feeds to feed content to people's desktops	eXtension & TA leaders																	

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		5/4	5/11	5/18	5/25	6/1	6/8	6/15	6/22	6/29	7/6	7/13	7/20	7/27						
Target Audience Teams																				
<i>Level 1 actions (immediate to prepare for launch)</i>																				
Identify MITT critical issues related to Target Audience	Target Audience (TA) teams	X	X																	
Create implementation team within each TA area	each TA leader			X	X															
Submit implementation action plan to Evaluation Team	each TA leader-->Karen Ballard			X	X															
Solicit directory resources from state leaders	each TA leader			X	X	X														
Identify critical issue Subject Matter Experts (SMEs)	all four TA leaders collaborate			X	X	X														
Establish procedure to input directory data	each TA leader					X	X	X	X											
Establish procedure to handle issues within TA content areas	each TA leader					X														
Develop Community of Practice for own TA area?	each TA leader																			
<i>Level 2 actions (for consideration after launch):</i>																				
*Identify resource gaps; recommend additions/enhancements	each TA leader & SMEs																			
*Develop/revise resources to fill gaps in directory	each TA leader & SMEs																			
Staff Development/Training																				
Design plan to train educators to input/retrieve MITTNet data	?					X	X	X												
Train educators to input directory data	?					X	X	X	X	X										
Train educators to access directory data	?					X	X	X	X	X	X	X	X	X	X					
Design plan to deliver content professional development	?					X	X	X	X											
Deliver professional development related to content	Lead/Point person? (with SMEs)								X	X	X	X	X	X	X					
Develop Communities of Practice for content areas?																				
Communications/Marketing																				
Develop & Implement Communications Plan	Terry Meisenbach & Faith Peppers	X	X	X																
Develop & Implement Marketing Plan	Terry Meisenbach & Robin Adams					X	X	X	X											
Measure marketing	?																			

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Program Evaluation																				
Draft MITT Program Logic Model	Evaluation Team	X																		
Collect action plans from work groups	TA leaders, Comm/MIKig team, Staff Dev Team, eXtension team		X																	
Distribute final MITT Program Logic Model TA Leaders	Evaluation Team			X																
Develop Web-based evaluation of planning workshop	Evaluation Team			X	X															
Develop Web-based tool to evaluate MITTNet uses	Evaluation Team							X	X											
Submit evaluation data field info to eXtension	Evaluation Team								X											
Program evaluation functions into MITTNet	eXtension & developer												X							
Collect, process, & import MITTNet evaluation data	Evaluation Team/eXtension													X	X	X	X			