

CABE COMPASS PROJECT WORKPLAN updated Sept 14, 2016

Project Title		#2.3 Designing for Success Website: Develop an interactive Designing for Success website to access current and relevant information regarding current research, best practices, demographics, policies, and basic information about English Learners for our diverse stakeholders and clients.			Project Manager		
Designing for Success					Laurie Nesrala		
Timeline		Action Steps	Milestones/Deliverables		Lead	Assessment (Current Status)	Additional Funds
Start	Complete		Milestone (Deliverable)	Target Date			
July 2013 Restarted March 2015	Ongoing updates	2.31 Identify specific information to be researched for the website.	<ul style="list-style-type: none"> • Establish the timeline for committee meetings. • Recruit additional committee members as needed. • Brainstorm the types of information, resources, and research needed. • Decide how many categories • Determine a protocol for vetting information, resources, and research. • Identify key people, experts in the field and survey them 	End of May 2013	Initially Fred Dobbs, then Laurie Nesrala, as of March 9, 2015	End of May 2013 Done Jan 2015 Done March 2015 Done March 2015 Done March 2015 Done April 2015	N/A

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Timeline		Action Steps	Milestones/Deliverables		Lead	Assessment (Current Status)	Additional Funds
July 2013 Restarted March 2015	Ongoing updates	2.3.2 Select information, resources, and research for Phase One of the website.	<ul style="list-style-type: none"> Gather, organize, and evaluate information, resources, and research using the protocol. Determine the final selection. 	End of August 2013	Laurie Nesrala (LN)	Completed March 2015 Completed March 2015	N/A
Restarted March 2015	July 2015	2.3.3 Design the website	<ul style="list-style-type: none"> Review web design formats via web searches. Meet with the CABA webmaster to draft the final layout of the design. Create a form for submitting content Launch pilot website. Market the launch of the website 	End of August 2013	LN	First demo draft published April/May 2015 <i>June pilot was delayed due to technological set-backs</i> <i>Most of these resolved in Aug/Sept.</i>	Preliminary estimate of \$200-300 for templates, graphics, domain name reg., and any additional software, widgets, etc.
Restarted March	Aug 2015	2.3.4 Launch Phase Two	<ul style="list-style-type: none"> Create a feedback form. Solicit feedback from the 	End of November	LN	<i>Phase 2 delayed due to</i>	Up \$300 earmarked

2015		of website	field <ul style="list-style-type: none"> • Determine revisions • Implement revisions and launch Phase Two of the website. 	2013		<i>tech issues related to WordPress and network/server</i> <i>Moved tentatively to early October.</i>	for a WordPress consultant to resolve template problems.
Restarted March 2015	Aug 2015	2.3.5 Determine the protocol for ongoing maintenance of the website	<ul style="list-style-type: none"> • Meet with CAFE staff to create the protocol. • Determine the timeline for review and updating the site. 	End of August 2015	LN	<i>Delayed due to tech issues.</i> <i>Moved tentatively to mid-October.</i>	N/A

Summary as of September Board Meeting:

- Current working title of website: CAFE Resource Center
- Laurie was given higher access to site on September 10th, which facilitated further development.
- WordPress consultant reinstalled and reconfigured the theme and resolved most issues, September 15-17.
- Laurie is currently reloading content.
- We are about two months behind on the schedule, but we should have a well-developed and reviewed/revised site before the end of the year, probably by November 1st.
- While it is anticipated that the website will be completely finished within a month or so, this project will be ongoing as additional resources are added.