

CARES ACT

K12 WIRELESS IMPROVEMENTS

MEETING#2



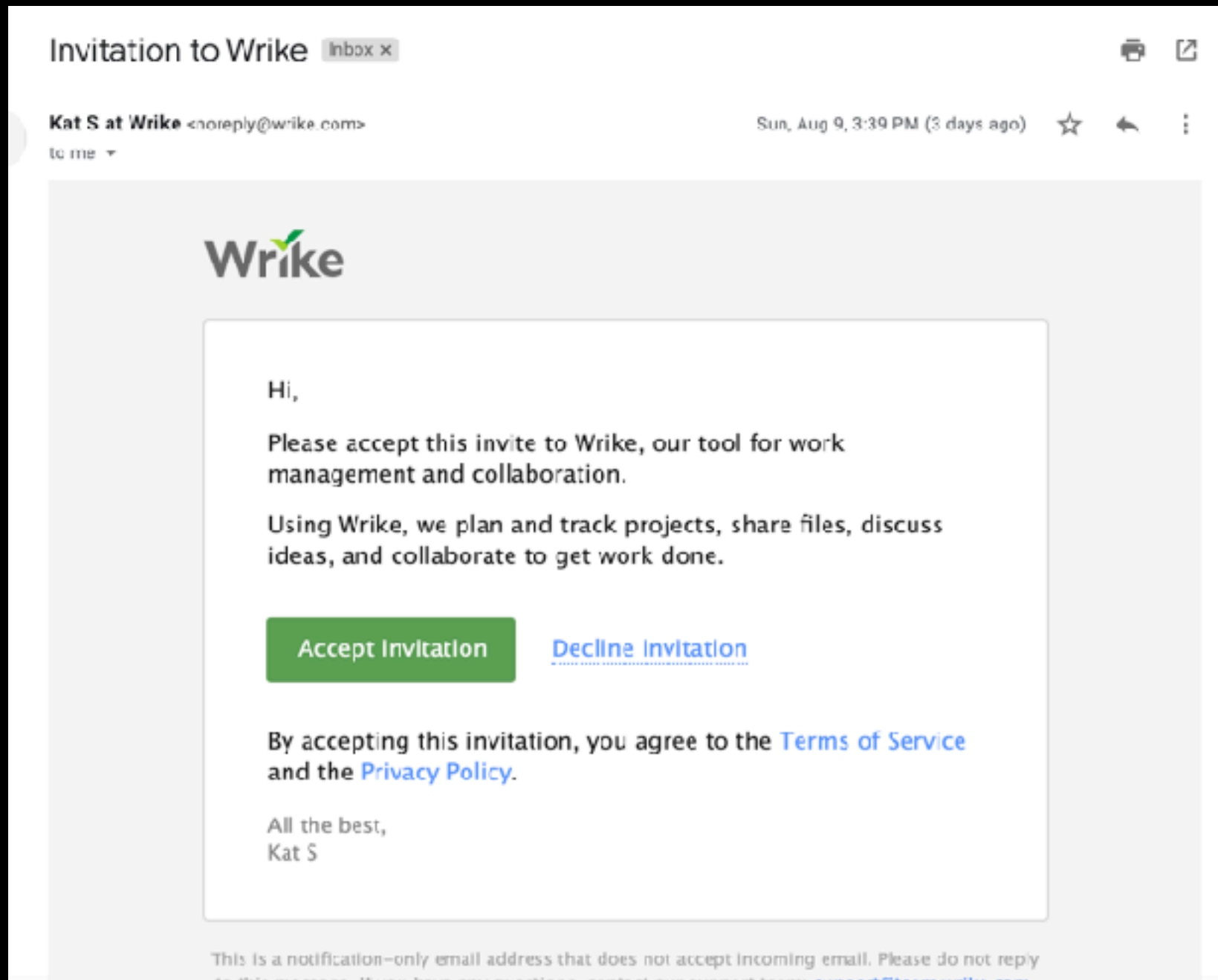
AGENDA

- LEA Project Manager
- Priority
- Issues/Risk Log
- Wrike Training
- Weekly Update
- Project Wiki
- Stakeholders Update
- Reimbursement



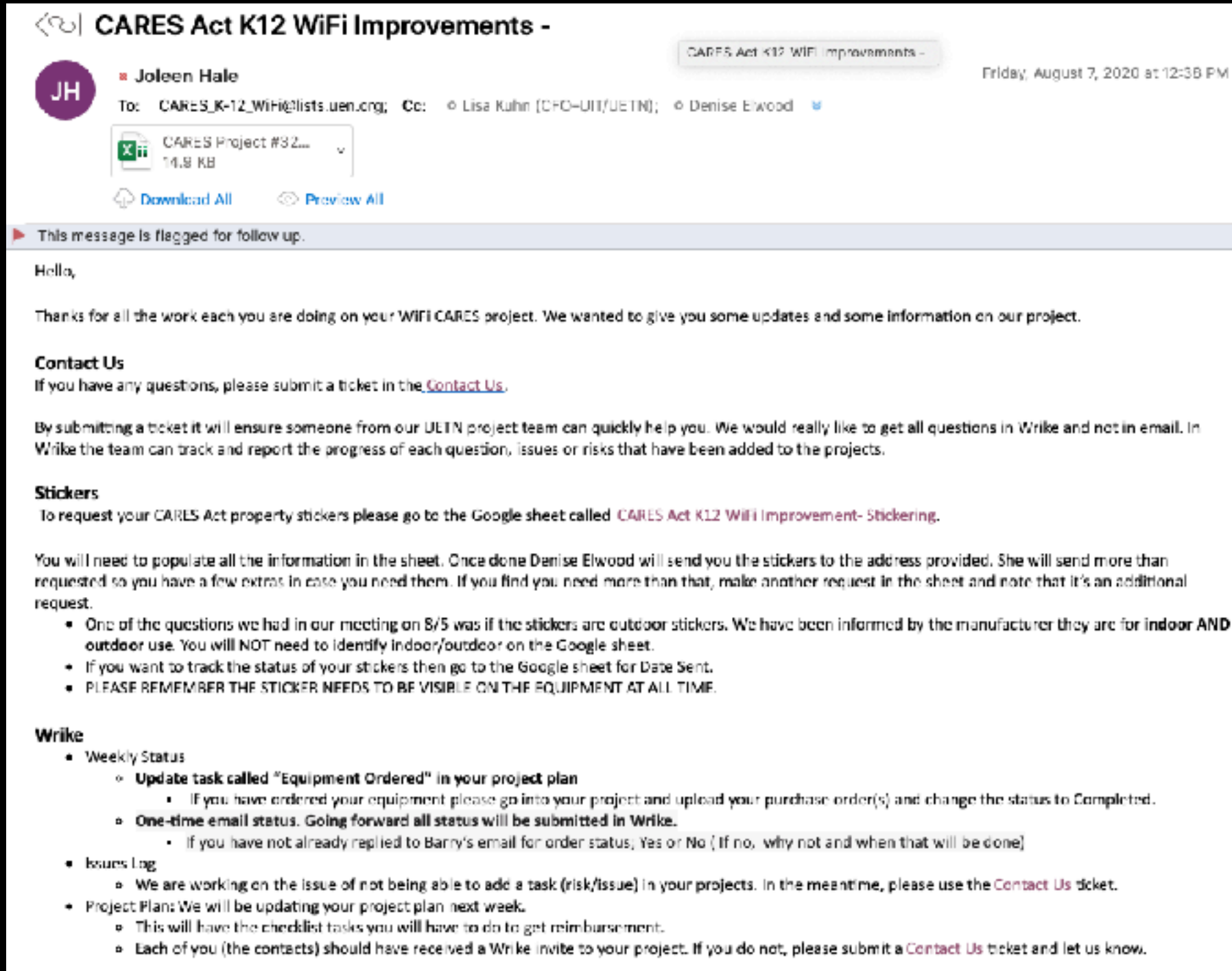
GOT YOUR WRIKE ACCOUNT?

Accept invite. Search your email for noreply@wrike.com



EMAILS FROM JOLEEN

Friendly reminder to read Joleen's email. Great content!



CARES Act K12 WiFi Improvements -

Joleen Hale (JH) | CARES Act K12 WiFi Improvements - | Friday, August 7, 2020 at 12:38 PM

To: CARES_K-12_WiFi@lists.uen.org; Cc: Lisa Kuhn (CFO-UH/UEIN); Denise Elwood

CARES Project #32...
14.8 KB

Download All | Preview All

This message is flagged for follow up.

Hello,

Thanks for all the work each you are doing on your WiFi CARES project. We wanted to give you some updates and some information on our project.

Contact Us
If you have any questions, please submit a ticket in the [Contact Us](#).

By submitting a ticket it will ensure someone from our UEIN project team can quickly help you. We would really like to get all questions in Wrike and not in email. In Wrike the team can track and report the progress of each question, issues or risks that have been added to the projects.

Stickers
To request your CARES Act property stickers please go to the [Google sheet called CARES Act K12 Wifi Improvement- Stickers](#).

You will need to populate all the information in the sheet. Once done Denise Elwood will send you the stickers to the address provided. She will send more than requested so you have a few extras in case you need them. If you find you need more than that, make another request in the sheet and note that it's an additional request.

- One of the questions we had in our meeting on 8/5 was if the stickers are outdoor stickers. We have been informed by the manufacturer they are for **indoor AND outdoor** use. You will NOT need to identify indoor/outdoor on the Google sheet.
- If you want to track the status of your stickers then go to the Google sheet for Date Sent.
- PLEASE REMEMBER THE STICKER NEEDS TO BE VISIBLE ON THE EQUIPMENT AT ALL TIME.

Wrike

- Weekly Status
 - **Update task called "Equipment Ordered" in your project plan**
 - If you have ordered your equipment please go into your project and upload your purchase order(s) and change the status to Completed.
 - **One-time email status. Going forward all status will be submitted in Wrike.**
 - If you have not already replied to Barry's email for order status; Yes or No (If no, why not and when that will be done)
- Issues Log
 - We are working on the issue of not being able to add a task (risk/issue) in your projects. In the meantime, please use the [Contact Us](#) ticket.
- Project Plans: We will be updating your project plan next week.
 - This will have the checklist tasks you will have to do to get reimbursement.
 - Each of you (the contacts) should have received a Wrike invite to your project. If you do not, please submit a [Contact Us](#) ticket and let us know.

LEA PROJECT MANAGER

- Main Point of Contact
- Weekly update
- Submit issues and risks
- Reimbursement Packet



EKAHAU
PRICING
EXPIRES
8/21

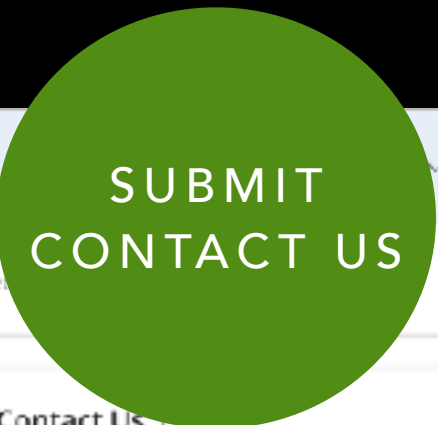
EKAHAU
TRAINING

PRIORITY

EQUIPMENT ORDERED

ISSUE/RISK LOG

Anything that is preventing the program or projects from moving forward.



Inbox 1 My to-do Dashboards Calendars Reports Stream Search

CARES Act | Wifi6 Funding Requests + New Widget Create

What we did last week? (33)

- Equipment Ordered (Ek... Jul 31
Completed A Training Project
- Equipment Ordered Jul 31
Completed South Summit Scho...
- Equipment Ordered Jul 31
Completed Tooele County Sch...
- Equipment Ordered Jul 31
Completed Ogden Preparatory Aca...
- Equipment Ordered Jul 31
Completed Box Elder School Di...
- Equipment Ordered Jul 31
Completed North Summit Scho...
- Equipment Ordered Jul 31
Completed Salt Lake City Scho...
- Equipment Ordered Jul 31
Completed Wallace Stegner Academy
- Equipment Ordered Jul 31

What we are doing this ... (110)

OVERDUE (110)

- Equipment Ordered Jul 31
New Salt Lake School for the Pe...
- Equipment Ordered Jul 31
New Logan City School District
- Equipment Ordered Jul 31
New Mountainville Academy
- Equipment Ordered Jul 31
New Excelsior Academy
- Equipment Ordered Jul 31
New Channing Hall
- Equipment Ordered Jul 31
New San Juan School District
- Equipment Ordered Jul 31
New Greenwood Charter School
- Equipment Ordered Jul 31
New Utah County Academy of Scien...

Issue Log (7)

OVERDUE (3)

- RISK - Schools not able t... Jul 15
In Progress *PROGRAM ISSUE LOG
- ISSUE: Collect data from ... Aug 7
In Progress *PROGRAM ISSUE LOG
- ISSUE: Need proof of pu... Aug 7
New *PROGRAM ISSUE LOG

LATER (4)

- ISSUE: CARES Stickers are no...
In Progress *PROGRAM ISSUE LOG
- ISSUE: Managing based on fe...
New *PROGRAM ISSUE LOG
- LEA's cannot add a task in iss...
In Progress *PROGRAM ISSUE LOG
- test
New Training Issues Log

Contact Us (7)

- No Wrike login and attach PO
In Progress
- Project Number
In Progress
- Promontory School Ekahau T.
In Progress
- Wrike login using Google wit..
Deferred
- Photo of equipment
In Progress
- Stickers
In Progress
- Julie not able to login to Wrike
Deferred

WRIKE TRAINING

VIEW, STATUS, EMAIL

WRIKE EMAIL NOTIFICATIONS

Goto Profile > Settings > Email Preferences

The screenshot displays the 'Email Preferences' section in the Wrike user interface. The left sidebar contains navigation options: Profile Settings, Profile, Work Schedule, Account Information, Email Preferences (highlighted), and Themes. The main content area is titled 'Task, Project, and Folder Updates' and includes an introductory sentence: 'To help you stay up-to-date with work, we [notify you via email](#) of changes made to tasks you follow.' Below this, there are three sections of notification preferences, each with a heading and a list of checkboxes:

- Notify me by email when:**
 - Someone @mentions me
 - Someone assigns me a task
 - Folder or task I follow is shared with someone new
 - Report is shared with me or delivered on schedule
- For tasks assigned to me or created by me:**
 - Date, Assignee, or Status is changed
 - Task description changes, or files are added
 - Someone comments without @mentioning me or my group
 - Task is added or removed from a Project or Folder
- For other tasks I follow:**
 - Date, Assignee, or Status is changed
 - Task description changes, or files are added
 - Someone comments without @mentioning me or my group
 - Task is added or removed from a Project or Folder

The top right of the interface shows a user profile icon with a question mark, a red notification badge, and a dropdown menu for 'Country' set to 'CS'. The bottom of the image shows a Windows taskbar with various application icons.

WRIKE VIEW

List view > Filter by all active > Priority by date

The screenshot displays the Wrike interface. On the left is a navigation sidebar with sections: Filter, Personal, Bookmarks, My to-do, Created by me, Shared with me (with 'A Training Project' selected), and Blueprints. The main workspace shows a project titled 'A Training Project' in 'List' view. The filter is set to 'All active tasks' and the sort order is 'By Date'. A notification states: 'The "Show Tasks from Subfolders" option is enabled. Turn it off to see Folders and Projects.' The task list is categorized as follows:

- OVERDUE (2)**
 - Equipment Ordered (Ekahau) - Jul 31 - New
 - Equipment Ordered (WiFi) - Jul 31 - In Progress
- TODAY (1)**
 - Equipment Delivered (WiFi) - Aug 28 - New
- THIS MONTH (2)**
 - Checklist for reimburseme... - Aug 28 - New
 - Equipment Installed & Con... - Sep 11 - New
- LATER (6)**
 - Operational (in or ready fo... - Sep 14 - New

On the right, a task detail pane for 'Equipment Ordered (Ekahau)' is shown. It includes a 'New' status, a due date of 'Jul 27 - Jul 31 (5d)', and a description: 'Mark this task as completed when you have received your items.' A 'PLEASE NOTE' section provides instructions on adding purchase orders to a checklist. A comment by 'Joleen Hale' from 'Aug 4' is visible at the bottom.

WRIKE TASK STATUS

Each Friday update the milestones or tasks are in progress or completed.

UPDATE
TASKS
WEEKLY

The screenshot displays the Wrike project management interface. On the left, a navigation sidebar includes sections for 'Personal', 'Bookmarks', 'My to-do', 'Created by me', 'Shared with me' (with 'A Training Project' selected), and 'Blueprints'. The main workspace is divided into two panels. The left panel shows a task list for 'A Training Project' with filters for 'All active tasks' and 'By Date'. The tasks are categorized by due date: OVERDUE (2), TODAY (1), THIS MONTH (2), and LATER (6). The right panel shows a detailed view of the task 'Equipment Ordered (Ekahau)', including a status dropdown menu with options like 'New', 'In Progress', 'Completed', 'Deferred', and 'Cancelled', and a comment section by Joleen Hale.

Task Name	Due Date	Status
Equipment Ordered (Ekahau)	Jul 31	New
Equipment Ordered (WiFi)	Jul 31	In Progress
Equipment Delivered (WiFi)	Aug 28	New
Checklist for reimbursement...	Aug 28	New
Equipment Installed & Co...	Sep 11	New
Operational (in or ready f...	Sep 14	New

PLAN UPDATE & REIMBURSEMENT

Submit anything that is or could prevent your project from moving forward

Shared with me > LIETN > CARES Act - WiFi Funding Projects >

-Template

List Board **Table** Gantt Chart Files Stream Timelog Workload Analytics

All active tasks By Due date Expand/Collapse Export

Title	Start date	End date	Duration	Status	Assignee	Predecessors
-Template				New		
Equipment Ordered	07/27/2020	07/31/2020	5d	New		
Equipment Delivered (Ekahau)	08/03/2020	08/28/2020	20d	New		
Equipment Delivered (WiFi)	08/03/2020	08/28/2020	20d	New		
Equipment Installed & Configured	08/31/2020	09/11/2020	10d	New		4FS
Access Point(s) -Installed & Configured				New		
Access Point(s) -Installed & Configured				New		
Access Point(s) -Installed & Configured				New		
Ekahau - Installed & Configured				New		
Operational	09/14/2020	09/14/2020	1d	New		5FS
Checklist for reimbursement (Packet)	09/15/2020	09/15/2020	1d	New		10FS
Procurement Rules Summary	09/30/2020	09/30/2020	1d	New		
Installation of Inventory				New		
Invoice(s)				New		
Packing Slip(s)				New		
Purchase Order(s)				New		
Tagged Inventory				New		
Voucher(s) for Payment and Posting				New		
Submit for Reimbursement	10/01/2020	10/01/2020	1d	New		11FS
Reimbursement PDF				New		

Total: 19 tasks

Add users

#1 PRIORITY

]

PHOTOS - LET'S CHAT

The photo requirements have changed. Let's talk examples so everyone is clear on how many and what type of photos to take. At least a handful of equipment of need a photo with CARES sticker.

5min	Photo requirement for reimbursement	Lisa	Tell a story by pictures. Is there something unique you want to show? Examples - One photo at a couple installs - Take photo of each school interior or exterior that you are visiting. - Outside on roof top - Show antenna
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K12 WIRELESS IMPROVEMENTS

COMMUNICATION

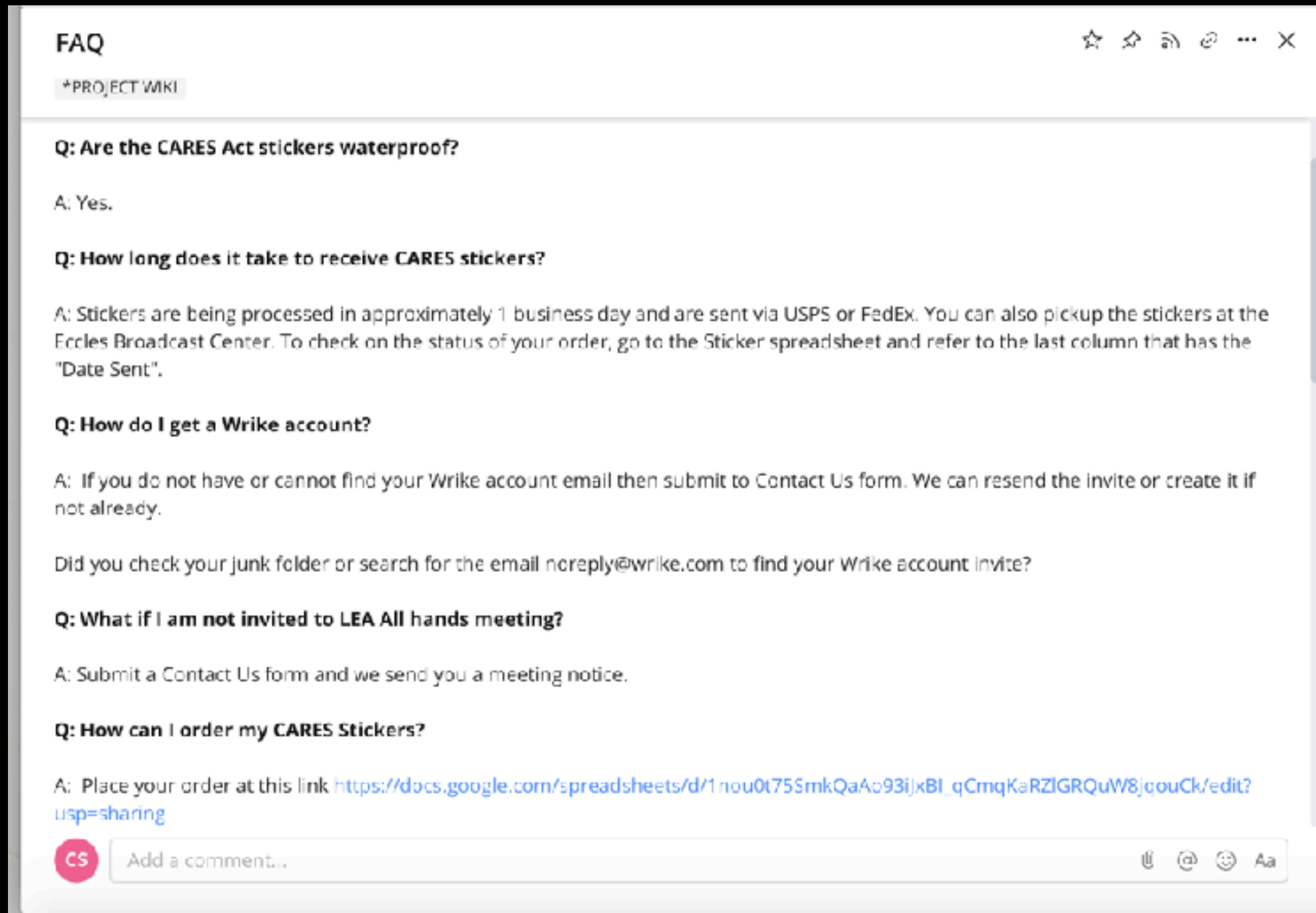
PROJECT WIKI

FAQ, Links and more to come. FAQ's come from Contact Us questions.

The screenshot displays a project management application interface. At the top, there is a navigation bar with tabs for 'Inbox', 'My to-do', 'Calendars', 'Reports', and 'Stream'. A search bar and a user profile icon labeled 'CS Country' are also present. On the left side, a sidebar menu includes options like 'Filter', 'Personal', 'Bookmarks', 'My to-do', 'Created by me', 'Shared with me', '*LEA WIKI', 'A Training Project', and 'Blueprints'. The main content area is divided into two panels. The left panel shows a 'Shared with me' section for '*LEA WIKI' with tabs for 'List', 'Board', 'Table', and 'Gantt Chart'. It lists two items: 'FAQ' and 'Links', both marked as 'New'. The right panel displays the 'FAQ' page content, including a question: 'Q: How long does it take to receive CARES stickers?' and an answer: 'A: Stickers are being processed in approximately 1 business day and are sent via USPS or FedEx. You can also pickup the stickers at the Eccles Broadcast Center. To check on the status of your order, go to the Sticker spreadsheet and refer to the last column that has the "Date Sent".' Another question is visible: 'Q: How do I get a Wrike account?' with an answer: 'A: If you do not have or cannot find your Wrike account email then submit to Contact Us form. Did you check your junk folder or search for the email noreply@wrike.com to find your Wrike account invite?'. At the bottom of the right panel, there is a comment input field with a 'CS' icon and a 'Add a comment...' button.

FAQ

Populated from the Contact Us questions and answers.



FAQ ☆ ↗ 📡 📧 ⋮ ✕

+PROJECT WIKI

Q: Are the CARES Act stickers waterproof?

A: Yes.

Q: How long does it take to receive CARES stickers?

A: Stickers are being processed in approximately 1 business day and are sent via USPS or FedEx. You can also pickup the stickers at the Eccles Broadcast Center. To check on the status of your order, go to the Sticker spreadsheet and refer to the last column that has the "Date Sent".

Q: How do I get a Wrike account?

A: If you do not have or cannot find your Wrike account email then submit to Contact Us form. We can resend the invite or create it if not already.

Did you check your junk folder or search for the email ncreply@wrike.com to find your Wrike account invite?

Q: What if I am not invited to LEA All hands meeting?

A: Submit a Contact Us form and we send you a meeting notice.

Q: How can I order my CARES Stickers?

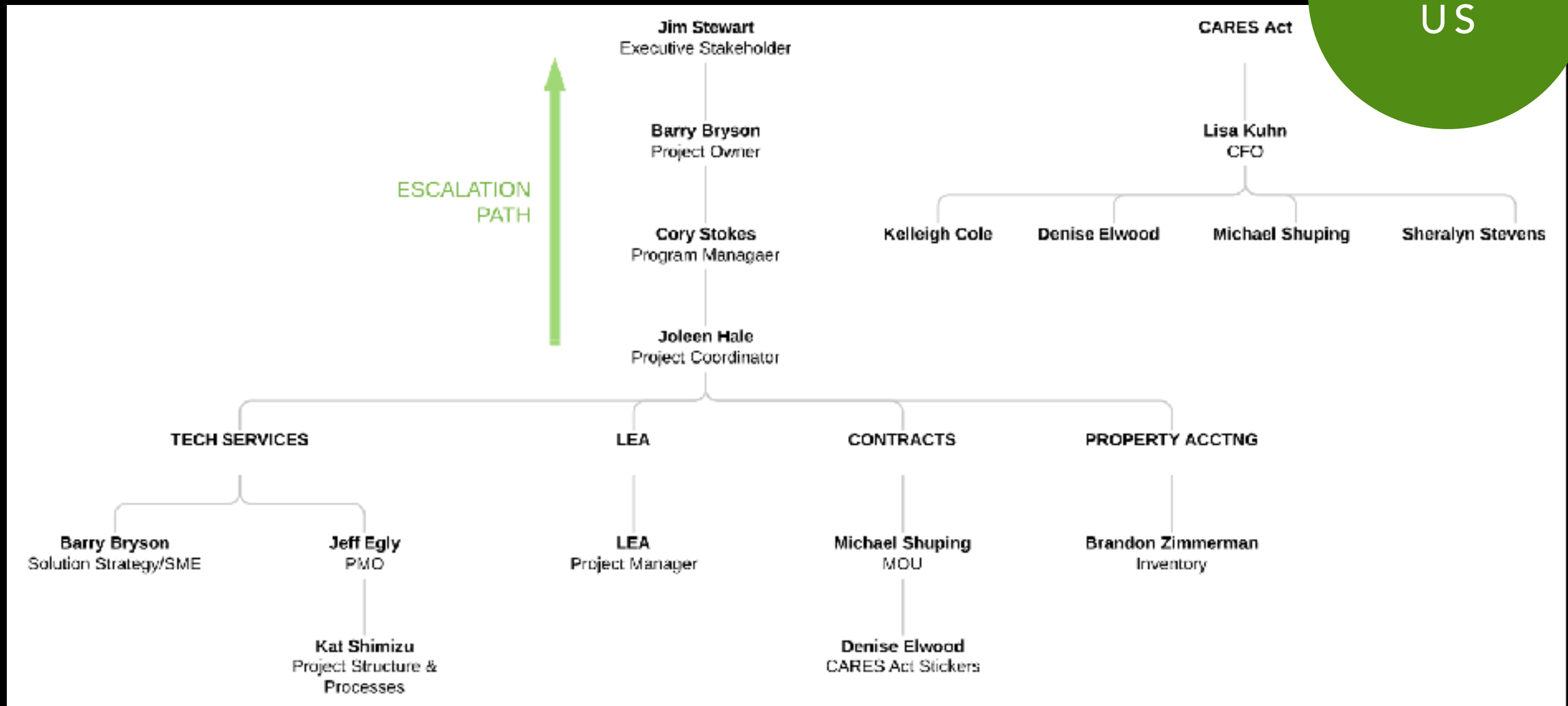
A: Place your order at this link https://docs.google.com/spreadsheets/d/1nou0t75SmkQaAo93ijxBI_qCmqKaRZIGRQuW8j0ouCk/edit?usp=sharing

CS Add a comment... 🗨️ @ 😊 Aa

STAKEHOLDERS

Anyone who is interest or stake in the program or project.

CONTACT
US



K12 WIRELESS IMPROVEMENTS

Q & A

