

CARES ACT

K12 WIRELESS IMPROVEMENTS

MEETING#3



LEA IS PROJECT
OWNER. 2ND
CONTACT
OPTION

Kudos

AGENDA

- Feedback on Project Structure
- Review Dashboard
- Issues/Risk Log
- Review Project Wiki
- Communications by Susan Cohen with UETN
- Wrike Training
- Q & A



PROJECT STRUCTURE, HOW ARE YOU LIKING IT?

✓ + Checklist for reimbursement (Packet)	New
+ Installation of Inventory	New
+ Invoice(s)	New
+ Packing Slip(s)	New
+ Procurement Rules Summary	New
+ Purchase Order(s)	New
+ Tagged Inventory 0	New
+ Voucher(s) for Payment and Posting	New
✓ + Equipment Installed & Configured	New
+ Access Point(s) -Installed & Configured-Qty1	New
+ Access Point(s) -Installed & Configured-Qty 25	New
+ Access Point(s) -Installed & Configured-Qty10	New
+ Access Point(s) -Installed & Configured-Qty 100	New
+ Ekahau - Installed & Configured	New
✓ + Submit for Reimbursement	New
+ Reimbursement PDF	New
+ Reimbursement processed	New

Reminder to make sure your institutions name is on ALL paperwork you are adding to the checklists

Starting in September only 17 weeks to December 30th. Plan your installs accordingly.

PROJECT DASHBOARD

We watch the issues/risks and contact us tickets.

SUBMIT
CONTACT
US

Equip Ordered - Done (112)

- Equipment Ordered (Ek... Jul 31
Completed Academy for Math Engi...
- Equipment Ordered Jul 31
Completed South Summit Sch...
- Equipment Ordered Jul 31
Completed Granite School Dist...
- Equipment Ordered Jul 31
Completed Park City School District
- Equipment Ordered Jul 31
Completed Tooele County Sch...
- Equipment Ordered Jul 31
Completed Rich School District
- Equipment Ordered Jul 31
Completed Tintic School District
- Equipment Ordered Jul 31
Completed Alpine School District
- Equipment Ordered Jul 31
Completed Weber School Distr...
- Equipment Ordered Jul 31
Completed Morgan School Dis...
- Equipment Ordered Jul 31
Completed Ogden Preparatory Aca...
- Equipment Ordered Jul 31
Completed Promontory School of ...
- Equipment Ordered Jul 31
Completed Box Elder School D...
- Equipment Ordered (W... Jul 31

Equip Ordered - In Progr... (16)

- ### OVERDUE (16)
- Equipment Ordered Jul 31
In Progress San Juan School Di...
 - Equipment Ordered Jul 31
In Progress Greenwood Charter Sc...
 - Equipment Ordered Jul 31
In Progress Nebo School District
 - Equipment Ordered Jul 31
In Progress Daggett School Dis...
 - Equipment Ordered Jul 31
In Progress John Hancock Charter ...
 - Equipment Ordered Jul 31
In Progress Tuacahn High Sch...
 - Equipment Ordered Jul 31
In Progress Lincoln Academy
 - Equipment Ordered Jul 31
In Progress City Academy Charter ...
 - Equipment Ordered Jul 31
In Progress Beaver County School ...
 - Equipment Ordered Jul 31
In Progress Daggett School Dis...
 - Equipment Ordered Jul 31
In Progress Carbon School Dis...
 - Equipment Ordered Jul 31
In Progress Utah Community ...
 - Equipment Ordered Jul 31
In Progress Vanguard Academy

Equip Ordered - Not started (6)

- Equipment Ordered Jul 31
New Endeavor Hall
- Equipment Ordered Jul 31
New Garfield School District
- Equipment Ordered Jul 31
New Dixie Montessori Academy
- Equipment Ordered Jul 31
New Ascent Academies of Utah
- Equipment Ordered Jul 31
New East Hollywood High School
- Equipment Ordered Jul 31
New Weilenmann School of Discovery

Contact Us (6)

- question about Ekahau and p...
New
- Stickers for CARES Project
In Progress
- where on the site
In Progress
- Project 32
In Progress
- Create an Wrike account
In Progress
- Stickers
In Progress

Issue Log (8)

- ### OVERDUE (5)
- RISK - Schools not able t... Jul 15
In Progress Program Issues Log
 - Removing Ekahau due to... Jul 28
In Progress Issues and Risk Log
 - 02 - Move all inactive Wi... Aug 6
In Progress Program Plan +1
 - ISSUE: Collect data from ... Aug 7
In Progress Program Issues Log
 - Is the photo needed wh... Aug 7
In Progress Issues Log
- ### LATER (3)
- ISSUE: Managing based on fear
New Program Issues Log
 - ISSUE - LEAs do not receive P...
In Progress Program Issues Log
 - Need outside organization to...
New Issues Log

ISSUE/RISK LOG

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



Equip Ordered - Done (112)

- Equipment Ordered (Ek... Jul 31 Completed Academy for Math Engi...
- Equipment Ordered Jul 31 Completed South Summit Sch...
- Equipment Ordered Jul 31 Completed Granite School Dist...
- Equipment Ordered Jul 31 Completed Park City School District
- Equipment Ordered Jul 31 Completed Tooele County Sch...
- Equipment Ordered Jul 31 Completed Rich School District
- Equipment Ordered Jul 31 Completed Tintic School District
- Equipment Ordered Jul 31 Completed Alpine School District
- Equipment Ordered Jul 31 Completed Weber School Distr...
- Equipment Ordered Jul 31 Completed Morgan School Dis...
- Equipment Ordered Jul 31 Completed Ogden Preparatory Aca...
- Equipment Ordered Jul 31 Completed Promontory School of ...
- Equipment Ordered Jul 31 Completed Box Elder School D...
- Equipment Ordered (W... Jul 31

Equip Ordered - In Progr... (16)

OVERDUE (16)

- Equipment Ordered Jul 31 In Progress San Juan School Di...
- Equipment Ordered Jul 31 In Progress Greenwood Charter Sc...
- Equipment Ordered Jul 31 In Progress Nebo School District
- Equipment Ordered Jul 31 In Progress Daggett School Dis...
- Equipment Ordered Jul 31 In Progress John Hancock Charter ...
- Equipment Ordered Jul 31 In Progress Tuacahn High Sch...
- Equipment Ordered Jul 31 In Progress Lincoln Academy
- Equipment Ordered Jul 31 In Progress City Academy Charter ...
- Equipment Ordered Jul 31 In Progress Beaver County School ...
- Equipment Ordered Jul 31 In Progress Daggett School Dis...
- Equipment Ordered Jul 31 In Progress Carbon School Dis...
- Equipment Ordered Jul 31 In Progress Utah Community ...
- Equipment Ordered Jul 31 In Progress Vanguard Academy

Equip Ordered - Not started (6)

- Equipment Ordered Jul 31 New Endeavor Hall
- Equipment Ordered Jul 31 New Garfield School District
- Equipment Ordered Jul 31 New Dixie Montessori Academy
- Equipment Ordered Jul 31 New Ascent Academies of Utah
- Equipment Ordered Jul 31 New East Hollywood High School
- Equipment Ordered Jul 31 New Weilenmann School of Discovery

Contact Us (6)

- question about Ekahau and p... New
- Stickers for CARES Project In Progress
- where on the site In Progress
- Project 32 In Progress
- Create an Wrike account In Progress
- Stickers In Progress

Issue Log (8)

OVERDUE (5)

- RISK - Schools not able t... Jul 15 In Progress Program Issues Log
- Removing Ekahau due to... Jul 28 In Progress Issues and Risk Log
- 02 - Move all inactive Wi... Aug 6 In Progress Program Plan +1
- ISSUE: Collect data from ... Aug 7 In Progress Program Issues Log
- Is the photo needed wh... Aug 7 In Progress Issues Log

LATER (3)

- ISSUE: Managing based on fear New Program Issues Log
- ISSUE - LEAs do not receive P... In Progress Program Issues Log
- Need outside organization to... New Issues Log

PROCUREMENT SUMMARY

THIS WEEKS PRIORITY

- Provide an explanation of the procurement process for the department/university and how procurement on a project related to the CARES Act is in compliance with the department/university guidelines. Provide any relevant RFPs (Request for Purchase) related to the procurement process for the project.



ORDER EQUIPMENT

PAST DUE

- Ekahau pricing expires 8/21
- Who needs help?
- What can we do?



WRIKE TRAINING

VIEW, PROCUREMENT

RULES SUMMARY, UPDATES

WRIKE VIEW

List view > Filter by all active > Priority by date

The screenshot displays the Wrike interface. On the left, a sidebar contains navigation options: Filter, Personal, Bookmarks, My to-do, Created by me, Shared with me (with 'A Training Project' selected), and Blueprints. The main workspace shows a task list for 'A Training Project' in 'List' view. The filters are set to 'All active tasks' and 'By Date'. The task list is categorized by due date: OVERDUE (2), TODAY (1), THIS MONTH (2), and LATER (6). The task 'Equipment Ordered (Ekahau)' is highlighted in blue. A right-hand pane shows the details for this task, including a description, a 'PLEASE NOTE' section, and a comment from 'Ioleen Hale' dated 'Aug 4'.

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 reimburseme...	Aug 28	New
Equipment Installed & Con...	Sep 11	New
Operational (in or ready fo...	Sep 14	New

WRIKE TASK STATUS

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



The screenshot displays the Wrike interface. On the left is a navigation sidebar with sections: Personal, Bookmarks, My to-do, Created by me, Shared with me (with 'A Training Project' selected), and Blueprints. The main area shows a project view for 'A Training Project' in 'List' mode. A notification states: 'The "Show Tasks from Subfolders" option is enabled. Turn it off to see Folders and Projects.' The task list is categorized by due date:

- 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 reimburse... - Aug 28 - New
 - Equipment Installed & Co... - Sep 11 - New
- LATER (6)**
 - Operational (in or ready f... - Sep 14 - New

The right pane shows the details for the task 'Equipment Ordered (Ekahau)'. It includes a status dropdown menu with options: New (selected), In Progress, Completed, Deferred, and Cancelled. Below the menu, a comment by Joleen Hale from Aug 4 is visible, with a text input field for adding a comment.

ADD PROCUREMENT RULES SUMMERY

Provide an explanation of the procurement process for the department/university and how procurement on a project related to the CARES Act is in compliance with the department/university guidelines



✓ +	Checklist for reimbursement (Packet)	Aug 28	New
+ +	Procurement Rules Summary 📄	Aug 3	New
+ +	Purchase Order(s)	Aug 4	New
+ +	Packing Slip(s)	Aug 5	New
+ +	Invoice(s)	Aug 6	New
+ +	Tagged Inventory 📄	Aug 6	New
+ +	Installation of Inventory	Aug 7	New
+ +	Voucher(s) for Payment and Posting	Aug 7	New

K12 WIRELESS IMPROVEMENTS

COMMUNICATION

PROJECT WIKI

Find the FAQ, links, meeting presentations, meeting agenda.

The screenshot shows a Microsoft Teams interface. At the top left is the 'uen' logo. The top navigation bar includes 'Inbox', 'My to-do', a search bar, and a user profile 'CS Country'. The left sidebar shows a navigation menu with categories like 'Personal', 'My to-do', 'Created by me', 'Shared with me', and 'Blueprints'. The '-PROJECT WIKI' item is selected under 'Shared with me'. The main content area displays the wiki page with tabs for 'List', 'Board', 'Table', and 'Gantt Chart'. The 'List' tab is active, showing a list of items under the heading 'All active tasks'. The items are:

- Write Tip of the Day (New)
- Weekly Agenda (Dec 30, New)
- Announcements (New)
- Weekly Meeting Presentations (New)
- Links (New)
- FAQ (New)

K12 WIRELESS IMPROVEMENTS

Q&A

