

Coordination Project – BR – 1-29-09

Definition *(select an appropriate name; determine the goals/objectives/justification)*

- This project is to create processes and employ tools to assist in the coordination of activities between the subcommittees. These tools must be easy to use and flexible, but also conform to the open meeting law.
- This project will have 2 phases, phase one is defining the processes and tools, and phase two is to drive the process and tracks the projects.

Tasks *(identify the types of tasks the group will undertake to address the responsibility)*

- Identify a tool for document archival. Should be a one-to-many tool, easy to access, easy to administer, and, ideally, familiar.
- Identify a tool for electronic discussions. Make sure it conforms to the open meeting law. Comments need to have name and date, and also references or threads for the topic. Make available in a way that the general public has access and can participate.
- Identify a project management tool or chart to map expected progress, and track accomplishments.

Deliverables *(time/results desired; due date)*

This effort has two parts, part 1 is to put the tools in place and educate the committees on how to use them, and part 2 is to monitor the use of the tools, solving issues as they arise, and to track the progress against the expected goals.

- **Phase 1** – Define and put in place an archival system, electronic conversation system, and project management process.
- **Part 2 - on-going** – Maintain the tools and track the progress of the projects, and assist with inter-project communications.

Resources *(available or identified to complete the work)*

- Internet based tools
- Town staff
- Legal review
- Money only if purchasing something new.