

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 is an inwardly focused project to

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 maybe can even participate.
- Consider 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.

- **Part 1 needs to be ready within 30 to 45 days.** To accomplish this goal we must pursue tools that are easy to acquire or are already in place.
- **Part 2 is on-going.** More definition is needed as to what is needed to track progress. This definition component should be flushed out within 60 days. Then the on-going work will continue..

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

- Internet based tools
- Town staff
- Maybe some legal review
- Money only if purchasing something new.