

The background of the slide is a stylized American flag with red and white horizontal stripes and a blue field with white stars in the upper left corner.

C A R E S

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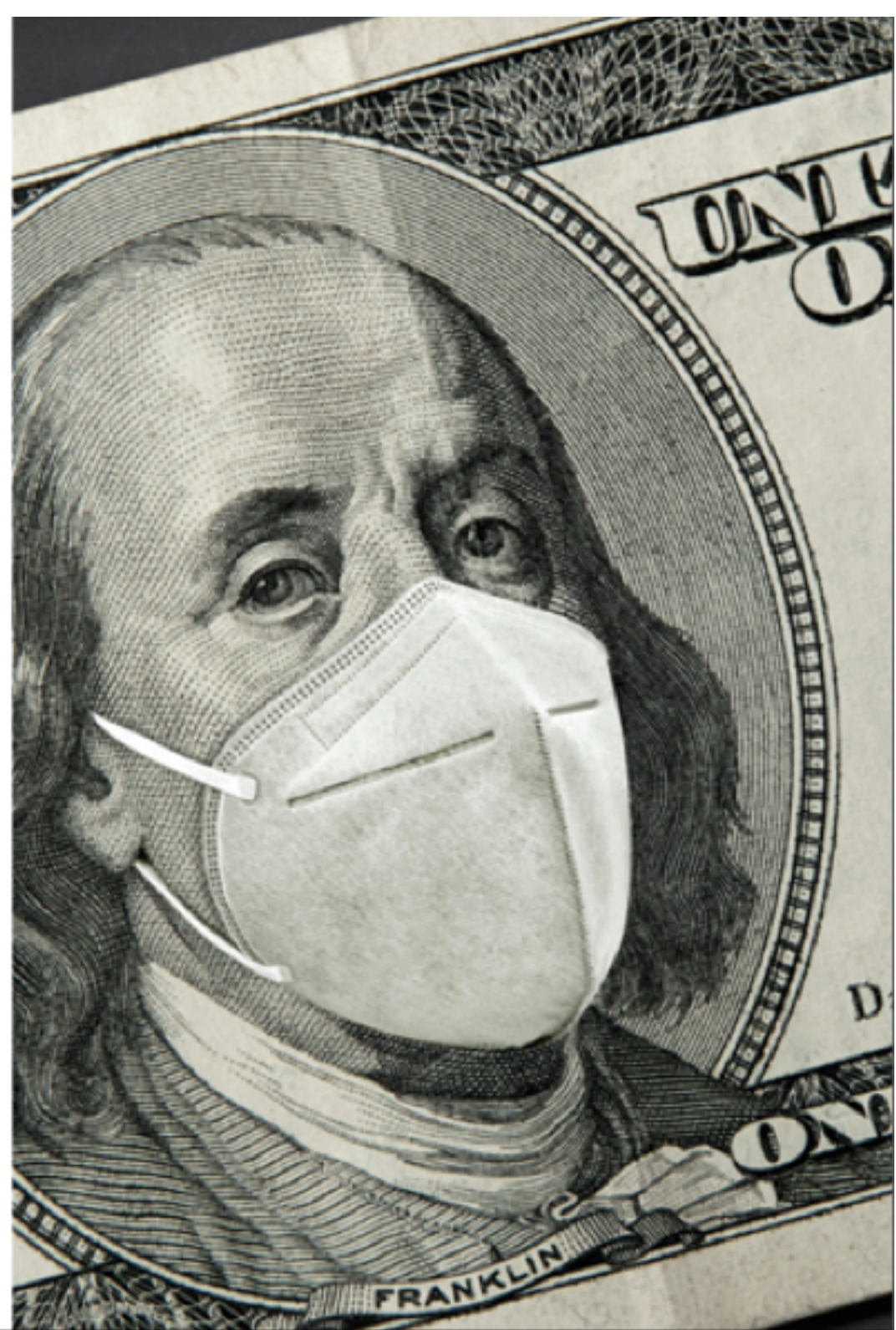
**K12 Wireless Improvements Project**

Wrike Training + Project Structure

# Agenda

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- Website
- Tools
- Stakeholders
- Standard meetings
- Wrike training
- Dashboard
- Sticker Process
- Reimbursement  
Process



# Website

The place to get all information about CARES Act - K12 Wireless Improvements project.

The screenshot displays the Utah Education Network (UEN) website. At the top left is the UEN logo and the text "UTAH EDUCATION NETWORK". To the right is a search bar and a link for "A-Z Site Index". Below the logo is a navigation menu with categories: "K-12 EDUCATION", "HIGHER EDUCATION", "CAREER EDUCATION", "PROFESSIONAL DEVELOPMENT", "UEN-TV", "DISTANCE EDUCATION", "NETWORK", and "ABOUT UEN". A breadcrumb trail reads "UEN > CARES Act > K12 Wireless Information > CARES Act K12 Wireless Improvements > UEN". The main heading is "CARES Act K12 Wireless Improvements". Below this are two video thumbnails. The first is titled "Meeting 7/23/2020" and shows a document with a play button. The second is titled "Kickoff Meeting - 7/7/2020" and shows a globe with a play button. Below the thumbnails are links for "Agenda" and "Q&A from Kickoff Meeting".

<https://uen.org>

# Wrike

Login to Wrike

- Checkout your project

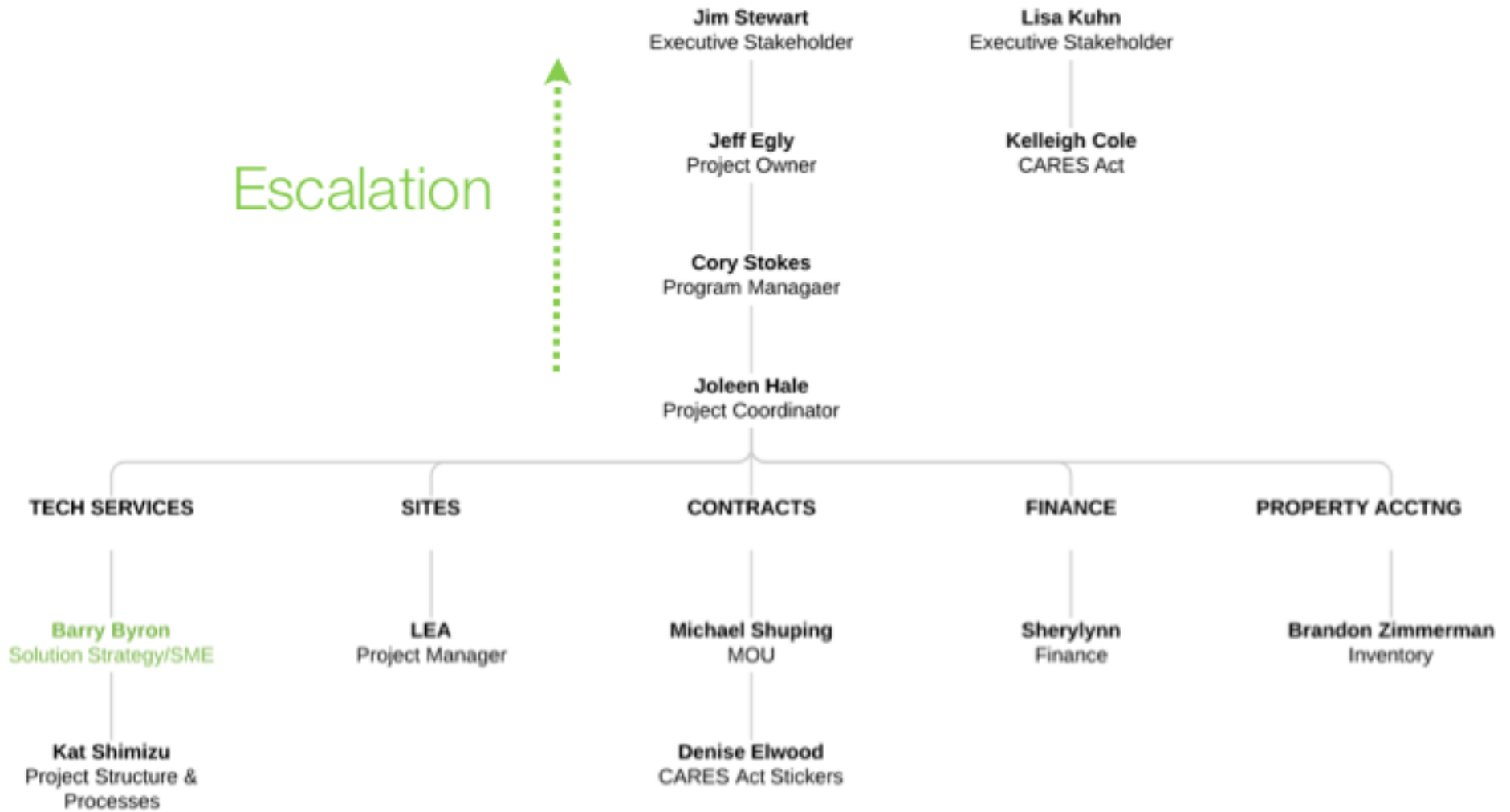


Goto Spreadsheet

- Checkout the **Sticker spreadsheet**

# Stakeholders

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# Meeting Schedule

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- August 5<sup>th</sup> at 10am to 11am
  - o Training on Wrike
  - o Update
- August 12<sup>th</sup> at 10am to 10:30am
  - o Standup meeting
- August 19<sup>th</sup> at 10am to 11am
  - o Training on Wrike
- August 26<sup>th</sup> at 10am to 10:30am
  - o Standup meeting
- September 2<sup>nd</sup> at 10am to 11am
  - o Training on Wrike
- September 9<sup>th</sup> at 10am to 10:30am
  - o Standup meeting
- September 16<sup>th</sup> 10am to 11am
  - o Training on Wrike
- September 23<sup>rd</sup> at 10am to 10:30am
  - o Standup meeting
- September 30<sup>th</sup> 10am to 11am
  - o Training on Wrike
- October 7<sup>th</sup> at 10am to 10:30am
  - o Standup meeting
- October 14<sup>th</sup> 10am to 11am
  - o Training on Wrike
- October 21<sup>st</sup> at 10am to 10:30am
  - o Standup meeting

**EVERY WEDNESDAY**

**Got a question?**

**Issue?**

**Risk?**

**Need help?**

**Training?**



Project Plan

## **Issues and Risks Log\***

Set default view

Reimbursement Tasks

## **Attach documents\*\***

## **Complete Task or Milestone\*\***

*\*It is a good thing to raise*

*\*\* Add PO documents and complete Order equipment task*

# Dashboard

We will use the dashboard to report progress to Lisa and Kelleigh. And most importantly, see if we can help any project move forward.

The screenshot shows a Microsoft Teams dashboard for a specific folder named "CARES Act | Wifi6 Funding Requests". The dashboard is organized into several widgets:

- What we did last week? (13)**: A list of 13 completed tasks, all dated Jul 24. Each item is "MOU signed" and "Completed" for a different school district, including North Sanpete School, Daggett School District, Granite School District, Park City School Dist..., Tooele County Schoo..., Rich School District, Tintic School District, and Alpine School District.
- What we are doing this ... (4)**: A list of 4 tasks, all dated Jul 24. Each item is "MOU signed" and "In Progress" for Garfield School District, American Academy of..., South Summit School ..., and Guadalupe School.
- Issue Log (3)**: A list of 3 tasks. Two are "OVERDUE (2)": "RISK - Schools not abl..." (Jul 15, In Progress) and "Requests to remove Ek..." (Jul 28, In Progress). One is "LATER (1)": "MOU declined due by Murry..." (In Progress).
- Contact Us**: A section with the text "No tasks" and "No tasks match current widget settings or folder is empty".

The top navigation bar includes "Inbox", "My to-do", "Dashboards", "Calendars", "Reports", and "Stream". A search bar and user profile "Kat" are also visible. At the bottom, there is a "Webex Teams" notification and an "Add users" button.





# Reimbursement Checklist

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The MOU attachment lists all the tasks you need to do in order to submit for reimbursement.

## CARES Act Project Packet Instructions

The following checklist should be included on a project-by-project basis for every project undertaken using money derived from the CARES Act. Each individual project should include the following items within its own individual project packet. Additionally, the project summary checklist sheet should be signed off upon by the preparer (project manager) and the reviewer (finance personnel) for accuracy and completeness.

### 1.) Summary Checklist:

- Create a summary sheet with a checklist as follows:
- Procurement rules summary
- Purchase order(s)
- Invoice(s)
- Packing slip(s)
- Tagged inventory
- Proof of installation of inventory
- Voucher(s) for payment and posting
- Project manager signature evidencing accuracy and completeness
- Finance personnel signature evidencing accuracy and completeness

### 2.) Procurement Rules Summary:

- 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 related to the procurement process for the project.

### 3.) Purchase Order(s):

- Provide all purchase orders related to the project undertaken as part of the CARES Act.

### 4.) Invoice(s):

- Provide all invoices related to the project undertaken as part of the CARES Act.

### 5.) Packing Slip(s):

- Provide packing slips for all inventory received related to the project undertaken as part of the CARES Act.

### 6.) Tagged Inventory:

- Provide tagged inventory evidence for all inventory received related to the project undertaken as part of the CARES Act.

### 7.) Installation of Inventory:

- Provide picture evidence of installed inventory received related to the project undertaken as part of the CARES Act.

### 8.) Voucher(s) for Payment and Posting:

- Provide all payment vouchers related to the project undertaken as part of the CARES Act.



Submit for  
Reimbursement

# Contact Us



This form is available from Wrike or using the URL. Send us any questions or comments. Remember an issues, risks or decisions are submitted in your projects Issue Log.

Click  
here

The screenshot shows a web interface for a 'Contact Us' form. At the top, there is a navigation bar with a menu icon (three horizontal lines), a green plus sign, and links for 'Inbox', 'My to-do', and 'Dashboards'. A search bar is on the right. The main content area has a back arrow and the title 'CARES ACT K12 Wireless Improvements- Contact Us'. Below the title is a message: 'Our team is here for you online. Do you have a question about the MOU or any of the other attachments? How can we help?'. The form consists of three sections: 'Subject' with a text input field, 'Question' with a larger text area, and 'Attachment' with a dashed box and the text 'Choose files or drag & drop them here'. A green arrow points to the menu icon in the top left corner.

# Get Feedback

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qualtrics<sup>XM</sup>

Wrike

Google 

AP's and Ekahau count due weekly

Project Milestones or Survey or Spreadsheet?