

Vehicle	Responsible	Sender	Message/Purpose	Audience/ Receivers	Frequency
<b>Management Council/Greg Woods Updates</b>	Colleen Miller Sandi Foy McCabe	<ul style="list-style-type: none"> <li>• Kay Jacks</li> <li>• Helene Epstein</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate progress of project</li> <li>• Communicate next steps of project</li> <li>• Raise issues to management</li> </ul>	Greg Woods Management Council	Every other week (at a minimum)  <b>Requirements review</b> 1. Review requirements with Helene 2. Helene, Sandi and Colleen review with Kay 3. Kay presents to Greg
<b>Weekly Status Report</b>	Colleen Miller Sandi Foy McCabe	<ul style="list-style-type: none"> <li>• Sandi Foy McCabe</li> <li>• Colleen Miller</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate progress of project</li> <li>• Communicate next steps of project</li> <li>• Raise issues to management</li> </ul>	<b>Project Sponsors</b> <ul style="list-style-type: none"> <li>• Kay Jacks</li> <li>• Helene Epstein</li> </ul>	Weekly
<b>Monthly Update</b> <ul style="list-style-type: none"> <li>• E-mail or other means of communications</li> </ul>	Colleen Miller Sandi Foy McCabe	<ul style="list-style-type: none"> <li>• Kay Jacks</li> <li>• Schools Channel Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Build awareness of the timeframe and scope of the Schools Portal/IFAP <i>within</i> SFA</li> </ul>	SFA employees (with emphasis on Schools Channel employees)	Monthly 6/16 – Schools All Hands Meeting 6/29 – CIO All Hands Meeting
<b>SFA Intranet or existing Schools Channel Web Sites</b>	Colleen Miller Gary Garofollo	Intranet or web site 'owners'  Bob Jamroz – IPT updates	<ul style="list-style-type: none"> <li>• Build awareness of the timeframe and scope of the Schools Portal/IFAP</li> <li>• Educate other SFA website owners about the impact of the School Portal and IFAP on their sites</li> <li>• Provide routine updates on the progress of the project</li> </ul>	SFA employees	As needed
<b>Inside SFA Newsletter</b>	Colleen Miller Sandi Foy McCabe	Karen Freeman	<ul style="list-style-type: none"> <li>• Announce School Portal/IFAP launch (success story)</li> </ul>	SFA employees	October 2, 2000
<b>Portal Status Meetings</b>	Colleen Miller Sandi Foy McCabe	Colleen Miller Sandi Foy McCabe	<ul style="list-style-type: none"> <li>• Communicate future direction of the Portal (e.g. single sign on, etc.)</li> <li>• Eliminate duplicate efforts</li> </ul>	Website owners, School Regional offices and other development efforts	Continuously
<b>Technical Architecture Meetings</b>	Sandi Foy McCabe	Sandi Foy McCabe	<ul style="list-style-type: none"> <li>• Coordinate School Portal and IFAP technical architectures with overall technical architecture efforts at SFA</li> </ul>	School Portal/IFAP Development teams Tech Architecture team	Weekly
<b>Testing Team Meetings</b>	Sandi Foy McCabe	Sandi Foy McCabe	<ul style="list-style-type: none"> <li>• Coordinate School Portal/IFAP testing efforts with the CIO testing team</li> </ul>	School Portal/IFAP Development teams CIO Testing teams	Weekly