

# Ohio TechNet Communications Process

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## Overview

This document serves as a guideline for communications of the consortium lead team internally, and to consortium members.

Specifically, it outlines communication guidelines for the main vehicles of communication:

1. Agendas
  - Bi-weekly Consortium Meeting
  - Work Teams 1 & 3 Meeting
  - Work Team 2 Meeting
  - Quarterly In Person Meeting
  - Evaluation Team Meeting
  - Affinity Group Meetings
2. Agenda Notes
  - Bi-weekly Consortium Meeting
  - Work Teams 1 & 3 Meeting
  - Work Team 2 Meeting
  - Quarterly In Person Meeting
  - Evaluation Team Meeting
  - Affinity Group Meetings
3. Weekly Consortium Update
  - Consortium (Weekly)
  - Project Managers (Biweekly)
  - Work Teams (Biweekly)
  - Affinity Groups (Biweekly)
4. SharePoint Management
  - Calendars (main page and subpages)
  - TAACCCT Contacts
  - Tasks
  - Employer Partners
  - Grant-Affected Programs
  - Announcements
5. Outlook Meeting Invitations

## Processes

### Agendas

Draft agendas are to be updated in the [Ohio TechNet Meeting Schedule](#) document at least 6 days prior to meeting by scribe. Agendas are to be approved by OTN Project Manager, or meeting facilitator as indicated, at least 5 days before meeting. Upon approval, scribe will immediately update agenda on SharePoint.

Agendas for affinity groups are to be posted in the Shared Documents document library on collaboration sites for overall project (home page) and affinity groups. Collaboration sites for the overall project and affinity groups can be accessed using the links below.

- [Ohio TAACCCT Manufacturing Consortium](#) (home page for SharePoint)
- [Accounting Affinity](#)
- [CNC-Machining Affinity](#)
- [Data Affinity](#)
- [Emerging Technologies Affinity](#)
- [Industrial Maintenance Affinity](#)
- [Occupational Health Affinity](#)
- [Navigator/Success Coach Affinity](#)
- [Welding Affinity](#)

### Agenda Notes

Completed agenda notes are to be uploaded to SharePoint in the appropriate location(s) by close of business on the following day.

Agenda notes for affinity groups are to be posted in the Shared Documents document library on collaboration sites for overall project (home page) and affinity groups. Collaboration sites for the overall project and affinity groups can be accessed using the links below.

- [Ohio TAACCCT Manufacturing Consortium](#) (home page for SharePoint)
- [Accounting Affinity](#)
- [CNC-Machining Affinity](#)
- [Data Affinity](#)
- [Emerging Technologies Affinity](#)
- [Industrial Maintenance Affinity](#)
- [Occupational Health Affinity](#)
- [Navigator/Success Coach Affinity](#)
- [Welding Affinity](#)

### Weekly Consortium Update

Weekly consortium updates serve as the primary email communication to consortium members and stakeholders. Content includes short articles within the following categories:

- News and Events,
- Featured Success Story,
- Project Managers' Corner,
- Upcoming Events,
- Veterans Corner,
- Learning From Other TAACCCT Initiatives,
- Resources.

Content to be included should be updated within Constant Contact software by close of business on Wednesdays. Reminder Emails to consortium will be drafted by close of business on Thursdays. This will be approved and sent to the consortium on Fridays by 12pm.

Additional communication to consortium members or stakeholders is reserved for critical and time-sensitive information. This communication must first be approved by OTN Project Manager.

## SharePoint Management

Meeting and event times/dates are to be posted, by meeting or event facilitator (or Project Specialist as assigned) on SharePoint Calendar on overall project collaboration site (home page) **and** on collaboration sites for any corresponding Work Teams or Affinity Groups.

Collaboration sites for the overall project, Work Teams, and Affinity Groups can be accessed using the links below.

- [Ohio TAACCCT Manufacturing Consortium](#) (home page for SharePoint)
- [Accounting Affinity](#)
- [CNC-Machining Affinity](#)
- [Data Affinity](#)
- [Emerging Technologies Affinity](#)
- [Industrial Maintenance Affinity](#)
- [Occupational Health Affinity](#)
- [Navigator/Success Coach Affinity](#)
- [Welding Affinity](#)
- [Work Team 1:Create](#)
- [Work Team 2:Transform](#)
- [Work Team 3:Expand](#)

Contacts for consortium subsets should be regularly updated by group facilitators (or Project Specialist as assigned) in the Contact Lists on overall project collaboration site (home page) **and** on collaboration sites for Work Teams/Affinity Groups.

Collaboration sites for the overall project, Work Teams, and Affinity Groups can be accessed using the links below.

- [Ohio TAACCCT Manufacturing Consortium](#) (home page for SharePoint)

- [Accounting Affinity](#)
- [CNC-Machining Affinity](#)
- [Data Affinity](#)
- [Emerging Technologies Affinity](#)
- [Industrial Maintenance Affinity](#)
- [Occupational Health Affinity](#)
- [Navigator/Success Coach Affinity](#)
- [Welding Affinity](#)
- [Work Team 1:Create](#)
- [Work Team 2:Transform](#)
- [Work Team 3:Expand](#)

Increased utilization of additional SharePoint features should be encouraged. This includes announcements, discussion boards, and task lists. As applicable, this information should be updated on the home page for SharePoint **and** on collaboration sites for Work Teams/Affinity Groups.

Collaboration sites for the overall project, Work Teams, and Affinity Groups can be accessed using the links below.

- [Ohio TAACCCT Manufacturing Consortium](#) (home page for SharePoint)
- [Accounting Affinity](#)
- [CNC-Machining Affinity](#)
- [Data Affinity](#)
- [Emerging Technologies Affinity](#)
- [Industrial Maintenance Affinity](#)
- [Occupational Health Affinity](#)
- [Navigator/Success Coach Affinity](#)
- [Welding Affinity](#)
- [Work Team 1:Create](#)
- [Work Team 2:Transform](#)
- [Work Team 3:Expand](#)

## Appendix A: Communications Deadlines Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
Blank cell	Agenda Notes completed by close of business for: <ul style="list-style-type: none"> <li>• Biweekly Consortium Meeting</li> <li>• Work Team Meeting</li> <li>• Project Manager Meeting</li> </ul> <i>Biweekly – week of meeting</i>	Agenda Notes approved by close of business for: <ul style="list-style-type: none"> <li>• Biweekly Consortium Meeting</li> <li>• Work Team Meeting</li> <li>• Project Manager Meeting</li> </ul> <i>Biweekly – week of meeting</i>	Agenda drafted by close of business for: <ul style="list-style-type: none"> <li>• Biweekly Consortium Meeting</li> <li>• Work Team Meeting</li> <li>• Project Manager Meeting</li> </ul> <i>Biweekly – week before meeting</i>	Agenda approved by 12pm for: <ul style="list-style-type: none"> <li>• Biweekly Consortium Meeting</li> <li>• Work Team Meeting</li> <li>• Project Manager Meeting</li> </ul> <i>Biweekly – week before meeting</i>
Agenda drafted by close of business for: <ul style="list-style-type: none"> <li>• Evaluation Team Meeting</li> </ul>	Agenda approved by 12pm for: <ul style="list-style-type: none"> <li>• Evaluation Team Meeting</li> </ul>	Blank cell	Agenda Notes completed by close of business for: <ul style="list-style-type: none"> <li>• Evaluation Team Meeting</li> </ul>	Minutes approved by close of business for: <ul style="list-style-type: none"> <li>• Evaluation Team Meeting</li> </ul>
Blank cell	Blank cell	Blank cell	Reminder Emails drafted by close of business for: <ul style="list-style-type: none"> <li>• Consortium</li> </ul>	Reminder Emails approved by 12pm for: <ul style="list-style-type: none"> <li>• Consortium</li> </ul>
Reminder Emails drafted by 12pm for: <ul style="list-style-type: none"> <li>• Work Teams</li> <li>• Project Managers</li> </ul> <i>Biweekly – at two-week mark in between meetings</i>	Reminder Emails approved by 12pm for: <ul style="list-style-type: none"> <li>• Work Teams</li> <li>• Project Managers</li> </ul> <i>Biweekly – at two-week mark in between meetings</i>	Blank cell	Blank cell	Blank cell

*Note: All communications will be sent or posted on SharePoint after approval is received.*

## Appendix B: Agenda/Agenda Notes Template

# OHIO TECHNET



<b>[Group that is meeting]</b>		<b>Meeting Agenda/Recap</b> <b>[Date]</b> <b>[Time]</b>		<b>[Call in information OR Location]</b>	
<b>Meeting Objective</b>		<b>[Type of meeting; i.e. Bi-weekly Status Update]</b>			
<b>Follow-Up</b>		<b>Who</b>		<b>Notes</b>	
<b>Topic</b>		<b>Who</b>		<b>Notes</b>	
<b>Invitees/Attendees: Absent (A), Facilitator (F), Scribe (S), Present (X)</b>					
<b>[A/F/S/X]</b>	<b>[College]</b>	<b>[First Name]</b>		<b>[Last Name]</b>	
<b>Next Meeting: [Date Time]</b>					

## Appendix C: Meeting Schedule

### OHIO TECHNET MEETING SCHEDULE

#### Weekly Consortium Meetings

##### AGENDA FORMAT

- Tuesday Topic – Ideal topics are best practices. Institutional project leads or guest speakers are typically invited to present.
- Project Updates – Updates on any project-related topics are discussed.
- Open Requests – Outstanding/open requests for college partners are reviewed.
- Evaluation – Updates on Evaluation, as it relates to college partners, are shared. Chris from New Growth Group typically leads this section of the agenda.

##### POTENTIAL TUESDAY TOPICS

Sample topics are included below.

- ☐ Sustainability
- ☐ Acceleration Strategies
- ☐ Center for American Apprenticeship Initiative (AAI)
- ☐ OACC Student Success Network
- ☐ Mfg USA in OH
- ☐ America Makes Digital Storefront
- ☐ American Graduate
- ☐ MakerMinded
- ☐ Manufacturing Foundations
- ☐ OMA Portal
- ☐ Making Ohio portal

##### Q[#] MEETINGS

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[DD/MM/YYYY] ([MEETING GROUP/TOPIC])

- Tuesday Topic: [Topic(s)]
- Project Updates
  - [Topic]
- Open Requests
  - [Request]

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[DD/MM/YYYY] ([MEETING GROUP/TOPIC])

- Tuesday Topic: [Topic(s)]
- Project Updates
  - [Topic]



- Open Requests
  - [Request]

## Quarterly In-Person Meetings

### AGENDA FORMAT

- College Tour and Project Overview
- Funding Opportunity/Sustainability
- Update on Deliverables/ Next Steps

### POTENTIAL MEETING TOPICS

Sample topics are included below.

1. Manufacturing 5.0
2. Employer involvement
3. Trends & highlights on enrollment

### MEETINGS

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Q[#]: [MONTH DD, YYYY]

- College Tour and Project Overview
- Sustainability
- Update on Deliverables/ Next Steps
- Data Review
- Prior Learning Assessment
- Outreach/Recruitment
- Mfg Readiness & Foundations

This workforce solution was funded by a grant awarded by the U.S Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



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