

# CIMS Part C SPSR Project Team

---

## MEETING SCHEDULE

- April 17, 2007; 12:30–3:00 p.m.; *Early On*<sup>®</sup> Training & Technical Assistance (EOT&TA) center, DeWitt
- May 11, 2007
- June 6, 2007

## PROJECT TEAM MEMBERS

Name	Affiliation
Jeannie Anderson	<i>Early On</i> Coordinator (Central region); Partner agency
Sister Barbara Cline	Training; SICC
Barb Corbin	<i>Early On</i> Coordinator (West/SW region); Cohort 1
Sam Cornelius	<i>Early On</i> Coordinator (North/Midland region)
Anne Dallaire	<i>Early On</i> Coordinator (Wayne/SE region)
Connie Davidson	<i>Early On</i> Coordinators (U.P. region); Cohort 1
Sharon Dietrich	MDE OSE-EIS; Family initiative
Karen Fales	MDE OSE-EIS; CIMS Part B
Shelly Grenier	<i>Early On</i> Coordinators (U.P. region); Cohort 1
Charo Hulleza	Data partner
Allan Knapp	Data partner; CIMS Part B
Mike McCartan	SICC; Partner agency
Mischelle McManus	MDE OECE-FS; SICC
Tony Thaxton	MDE OSE-EIS; CIMS Part B
Lis Weston	Project operations manager
Vanessa Winborne	MDE OECE-FS; SICC
Jessica Wolf	MDE OECE-FS; SICC; Training

## RESPONSIBILITIES OF TEAM MEMBERS

### ***General Tasks***

- Attend all team meetings
- Share information with peers and *Early On* constituencies, serving as CIMS Part C ambassadors
- Share individual and organizational perspectives on issues while seeking consensus solutions across stakeholder groups
- Select and examine key **operational** issues that, if addressed, will lead to improvements in data collection and reporting
- Identify best practices—with respect to identified key issues—that may be applicable in CIMS

### ***Specific Tasks***

- Review/approve CIMS process guidelines for use in the field

- Review/approve final data input forms and reports for CIMS Web application
- Review/approve data transfer plan and timeline
- Review/approve final plans for system build, user acceptance testing (UAT), and training/support
- Provide recommendations for UAT team

## **RESPONSIBILITIES OF PROJECT OPERATIONS MANAGER (PSC)**

- Facilitate all meetings of the project team
- Assist the project team in selection of key issues on which to focus its work
- Establish work groups as necessary to facilitate the work of the project team
- Facilitate consensus among members
- Manage the work plan and communication plan of the project
- Develop agendas for team meetings and prepare meeting summaries