



Getting There



1. Navigate to correct tab
2. Task Type
3. Select from drop-down options
4. Enter Task Name
5. Enter Task Owner's Name
6. Enter Start Date for Task
7. Enter End Date
8. Enter estimate for Actual % Complete

Policy revision 5.8 & 5006

Project Plan

Recovery: SEL & Behavior

Project Manager: Jane Doe

Task Type	Task Name	Owner	Start Date	End Date	Calc % Comp	Actual % Complete	Risk Level
	Policy revision 5.8 & 5006	Pope/Brown	07/01/18	10/31/18	55%	20%	High
State	Agreement	Moquin	07/01/18	07/15/18	100%	90%	Low
Local	Community action team-CAT (launch)	DCF	07/01/18	09/15/18	88%	60%	Med
SERV	Change enrollment forms	Pope/Hunter	07/01/18	07/15/18	100%	100%	Low
MSD	Protocol revisions/threat assessment	Gohl/Pope	07/01/18	07/15/18	18%	40%	Low
CEN	Mental health plan submittal to state	Pope/Brown	06/01/18	08/01/18	100%	100%	Low
BLC	Training: code conduct, threat assess, youth mental health	Gohl/Pope	10/01/18	06/30/19	0%	40%	Low
SHAV	Community action team agreement	Pope/Brown	07/01/18	10/31/18	55%	0%	High
MHP	Threat assessment monitoring/data collection-quarterly	Gohl/Pope	11/30/18	01/31/19	0%	0%	Low
	School Discipline audit process	Jabouin/Pope	11/01/19	06/30/18	0%	0%	Low
	Student crime watch program-launch	Schentrup	01/01/19	06/30/19	0%	0%	Low
	Community action team monitoring/data collection	Pope/Brown	01/01/19	06/30/19	0%	0%	Low
	School Discipline Audit - twice annually	Jabouin/Pope	04/01/19	06/30/19	0%	0%	Low
	Student crime watch program-monitoring/data collection	Schentrup	10/01/19	06/30/19	0%	0%	Low
State	SERV 1.0 expenditures	Pope/Marte	02/14/18	02/14/19	56%	60%	Low
SERV	SERV 2.0 Grant submittal	Pope/Woods	07/01/18	09/15/18	88%	70%	Low
	Task 19				100%	0%	High
	Task 20				100%	0%	High

Project Management template provided by the Office of Strategic Initiative Management (SIM)

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Questions? Call Peter Eschenbrenner (754-321-2547) or Leigh Kamens (754-321-2555).