



PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
 SERVICE INTEGRATION CALENDAR
 As of 6/12/08

Category	MAJOR GOAL	ACTION	LEAD	TARGET DATE/COMPLETED
Meetings	All-Staff Meeting	Order food	Suzanne	6/11
Meetings	Partner Meeting	Invite partners	Cherie	6/11
Meetings	All-staff meeting	Notify Tenants, security and schedule room	Gary	6/11
Training	Procedure Manual	Edits due on 6/12	LCT	6/12
Marketing	Customer Messaging/Signage	Handout, marquee, web	Kathy	6/17
Facilities	Finalize First Floor Layout	Provide feedback	Champions	6/17
Facilities	Finalize First Floor Layout	Make decision on final layout	Leadership	6/17
Meetings	All-Staff Meeting Agenda	Create agenda for the all-staff meeting on 6/18	Kathy	6/17
Training	Procedure Manual	Hand out to staff at all-staff meeting	Kathy	6/17
Marketing	Logos	Finalize layout of PGWIN and EDD logos together	Kathy	6/17
Marketing	Scan Cards	Finalize design on new Scan Cards	Susan	6/17
Marketing	Stickers	Finalize design for stickers to place on existing Scan Cards	Susan	6/17
Meetings	All-Staff Meeting	Staff will be given updates from each Team Leader and questions will be answered	LCT	6/18
Training	Procedure Manual	Hand out to staff at all-staff meeting	Kathy	6/18
Meetings	Partner Meeting	Order food	Suzanne	6/18
Meetings	Partner Meeting	Inform partners of the integration process and their involvement, and present MOU	TBD	6/25
VOS	Eligibility / Data Mgt. VOS Transition Plan	Present draft	Dawn	On Going
VOS	VOS-JTA Connectivity etc.	Update	Dawn, JP	On Going
VOS	Establish VOS Case Note Templates	Determine Lead and deadline	LCT	On-Going
VOS	VOS Admin Module Set-up	Determine Lead and deadline	LCT	On-Going
VOS	VOS Training	Webinars ongoing	GSI, Susan, Dawn	On-Going



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VOS	VOS 9.1 Conversion – Full Case Management Plan: begin UAT testing on 5/27 Conversion 6/5-6/6	Employment Specialists and Resource Center Staff begin to implement to identify glitches. Report glitches to Susan / Dawn / GSI	Susan, Dawn	On-Going
Process Process Customer Satisfaction	Define Case Management	Discussion	LCT	On-Going
	Product Box	Update	Susan	On-Going
	Revisit Process	Determine data collection and sharing process	JP/Dawn	TBD
Process	Determine Supportive Service Dissemination and Tracking Procedures	Policy revision to incorporate into VOS	Dawn/ subgroup	TBD
Process	Determine Supportive Service Dissemination and Tracking Procedures	Determine voucher dissemination and tracking process	Dawn/ subgroup	TBD
Process	Determine ITA Tracking Procedures	Determine procedure for tracking and communicating ITA expenditures in VOS, etc	Dawn/ subgroup	TBD
Quality Improvement	Determine System	Implement CQI process in support of continuous learning and improving SI processes	Dawn/ subgroup	TBD
Facilities	Tenant Improvements including building signage	Procure contractor	Gary/Melu	TBD
Strategy	Performance Mgt/Network Scorecard Update	Update	Dawn	TBD