

Work Groups

Navigating Multiple Systems (NMS)

- ❖ The Navigating Multiple Systems Project (NMS) will benefit greatly from the ongoing, active participation of Project Advisory Council members as the NMS website is designed, developed and implemented. To increase and focus such participation, the work groups identified below will be formed.
- ❖ Each work group will ideally include 7-12 members. Work group participants will be selected from Project Advisory Council members and/or their designees, or other identified parties based in large part on interests and skill-sets. One or more NMS Project Team members will be present at all work group meetings and one team member will be assigned to co-lead each work group along with one other committed work group member (to be determined).
- ❖ Progress reports from all work groups will be regularly shared with the full Project Advisory Council.

Content Development Work Group – CCF Staff and NMS Team Member

This work group will:

- ***Create and periodically update a website content development plan***
- Help identify and gather existing information, data and links in accordance with the plan
- Help write, arrange for the writing and/or coordinate the writing of specific new content in accordance with the plan
- Help review/edit proposed existing and newly developed content for clarity and accuracy
- Help identify resources as needed to carry out identifying and gathering existing material as well as creating new material
- Help identify the specific needs and requirements for keeping website information, data and internal/ external links current, accurate and helpful

Marketing and Promotion Work Group – CCF Staff and NMS Team Member

This work group will:

- ***Create and periodically update a comprehensive communications/marketing plan***
- Help refine definitions of target users and stakeholders
- Help develop specific ideas for creating project and website awareness among potential users and stakeholders
- Assist in guiding and implementing components of the communications/marketing plan
- Help identify resources as needed to effectuate the plan

Continuous Quality Control and Improvement Work Group – CCF Staff and NMS Team Member

This work group will:

- ***Create and periodically update a comprehensive continuous improvement/project sustainability plan***
- Help develop specific ideas for evaluating and providing feedback during the design/development
- Help develop specific ideas for pilot testing the website prior to going public
- Help develop specific ideas for evaluating the utilization and effectiveness of the website after going public
- Help identify and define key performance measures for the website, corresponding to key objectives
- Assist in guiding and implementing components of the continuous improvement/project sustainability plan

Note: Sustainability Work Group will be created at a later date.