

**Commission on Improving the Status of Children in Indiana
Casey Family Programs - Technical Assistance Unit (TAU) Support
Project Management Proposal**

Goal: Assist the Executive Committee, Commission and current Task Force structure to improve communication and feedback loops, enhance the exchange of information and ensure integration of focus areas.

Short-term Strategy (1-3 months)

- Make recommendations and assist in the development of tools and processes to immediately address communication, information exchange and integration concerns.
 - Develop a minutes template or documentation tool for each level of the structure to begin utilizing during their 2016 meetings to ensure consistent documentation of key areas of focus, activities, outcomes, decisions, resources, etc.
 - Create a quarterly “Task Force Bulletin” to help track key focus areas, proposed outcomes, strategies and recommendations for each of the six Task Forces; identify areas where there may be overlap or it would be beneficial for groups to integrate efforts or develop communication/feedback loops to keep one another informed of progress, findings, direction, etc.

Long-term Strategy (1-12 months)

- Develop plan to complete a brief assessment or retrospective with each group (e.g. Executive Committee, Commission and Task Forces) to identify the following for key functions such as communication/feedback loops, integration of efforts and decision making:
 - What is working well and should continue and/or be spread
 - What is not working, or working as well as is could, and could be improved or enhanced
- Utilizing the assessment/retrospective identify and where necessary design improvements and strategies which can be put in place to achieve the goals improve communication and feedback loops, enhance the exchange of information and ensure integration of focus areas
- Develop a process to prepare for and test out the improvements and strategies, make adjustments and ultimately embed them in day to day operations

Anticipated Format and Process:

- Creating a process for how Casey Family Programs and the jurisdiction lead will work and communicate together as a project management team and with other Commission structures with clearly identified roles, responsibilities and feedback loops;
- Project management and coordination to achieve the short and long term goals
- Establishing regular opportunities for TAU to provide consultation on assessment, design, preparation and initial implementation of tools, strategies and improvements
- Regular participation in the remaining 2015 and 2016 Commission meetings and as needed participation/observation with Task Forces to identify where tools and strategies might be most beneficial