

Communication and Collaboration Work Group
Co-Chairs: Hope Moorer (GPA), Naomi Fraenkel (USACE), Joe Vietri (USACE)
Date: February 2014

Action Items	Team*	Product	Goal Date to Complete	Status	Next Steps
CC-1: Corps to Identify Account Managers/Port Contacts at Each District and Meetings Scheduled Between the Parties.	DB, NF JWalker	Identify Issue, roles and responsibilities of Account Manager	March 2014	Contact spreadsheet created for Corps District Executive Liaison and Account Managers	Account Managers/Ports Contacts using functional organizations, has been developed and is currently being vetted up the vertical chain.
CC-2: Identify a Vehicle for Regular Strategic Communication with Senior Leadership at All Levels - District, Division, and Headquarters. Evaluate Quarterly Meetings, Conference Calls, Webinars and Listening Sessions. Include the USACE Regulatory Program in These Meetings and Evaluate Whether Resource Agencies should also be included in the Sessions.	HM DS RM	Identify a model for communication to ensure that vertical integration and engagement of decision makers takes place early and throughout the planning process.	Ongoing	Corps SMART planning identifies at least 3 points for vertical communication: Beginning of study (Charette or In Progress Review), Alternatives milestone and when Tentatively Selected Plan reached.	USACE hosted webinar on "Planning Modernization" on January 6. COMPLETE. Need to determine next webinar. Also, need to coordinate with work group members to discuss other forms of strategic communication.
CC-3: Virtual Navigation Library: Provide a Repository for the Corps and Ports to Gather, Share, and Archive Project Resources.	HM DS MV NF JWard	Suggested model of how to ensure data relevant to deep draft navigation is available through a central data hub or web portal.	March 2014	First draft complete for posting to Corps web site. Recordings of webinars in process.	-Virtual library of deep draft navigation topics developed and being linked to USACE Planning Community of Practice Toolbox. Once established, hyperlinks will be added to the AAPA website as well. -Daniel looking for links on the status of various navigation studies. -Recorded webinars and transcripts will also need to be posted to a Corps site.

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CC-4: Better Utilize the Deep Draft Navigation Center of Expertise.	DS CF JWalker HM	Identify a position that would be a facilitator of information across Corps functions.	March 2014	Monthly dashboard and cover memo are being shared with AAPA. New director of the DDNCX named.	C&C Work Group should evaluate cover memo and dashboard to determine future use for ports. Webinar on Dashboard should be scheduled. Director of DDNCX will attend Harbors and Navigation Committee meeting in Mobile.
CC-5: Develop Communications Plans and Joint Messaging at all Levels to Support Project Educational and Outreach Needs. Example - Annual Education Issues and also within the Earmark Moratorium to Communicate Nationally that we are a Maritime Nation.	JWard BH MM JWalker RM PB	Identification of what success looks like and identification of communication opportunities and how to utilize	May 2014	Working with Corps HQ PAO and AAPA to jointly work on communication plan for Maritime Day, May 22, 2014.	Meeting being scheduled between Justin Ward and AAPA (Meredith Martino and Aaron Ellis).
CC-6: Identify the Best Practices of communication/Collaboration and Evaluate Them for Use Nationwide.	DB NF DS HM JWalker	List of best communication practices using specific format and publishing the list.	May 2014	Survey template for AAPA/Corps to submit communication/collaboration best practices sent to H&N Committee members.	Need to send survey to Corps project managers. Need to identify individual ports for additional outreach.

***Team:**

HM: Hope Moorer
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 DB: Dave Blazer

JWalker: Jim Walker
 MM: Meredith Martino
 BH: Bill Hanson

RM: Ryan McFarland
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LS: Lynda Styrk
 PB: Paul Bea
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