

Communications and Collaboration Workgroup

AAPA/Corps Quality Partnership Initiative

September 19, 2013

Action Items	Product	Goal Date to Complete	Status	Next Steps
<p>CC-1: Corps to Identify Account Managers/Port Contacts at Each District and Meetings Scheduled Between the Parties.</p>	<p>Identify Issue, roles and responsibilities of Account Manager</p>	<p>September 2013</p>	<p>Corps QMS process (28100) on Strategic Engagement requires Executive Liaison and Account Manager functions. Contact spreadsheet created and disseminated to collect names of Corps District Executive Liaison and Account Managers for distribution to QPI membership and ports.</p>	<p>Corps Divisions requested to fill in contacts. This will use functional organizations rather than names. The template has been sent out and should be ready to provide to chairs on late September for committee review. Members will be asked to confirm the Ports in each District.</p>
<p>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.</p>	<p>Identify a model for communication to ensure that vertical integration and engagement of decision makers takes place early and throughout the planning process.</p>	<p>September 2013</p>	<p>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.</p>	<p>Schedule a Webinar to explain SMART Planning. A list of possible topics will be presented at H&N meeting and SMART Planning on the list. Preference is to use Survey Monkey for widest input (to include ports not at meeting). In the future identify what to do for Ports that have no ongoing Planning Study.</p>

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<p>CC-3: Virtual Navigation Library: Provide a Repository for the Corps and Ports to Gather, Share, and Archive Project Resources.</p>	<p>Suggested model of how to ensure data relevant to deep draft navigation is available through a central data hub or web portal.</p>	<p>September 2013</p>	<p>A first draft of topics and sites were identified. These will be linked to the DDNPCX web site (internet). There will be hyperlinks added to the AAPA website to help disseminate information. Recorded webinars and transcripts will also be posted to the DDNPCX site.</p>	<p>A final list of links for the Virtual Navigation Library by late September.</p>
<p>CC-4: Better Utilize the Deep Draft Navigation Center of Expertise.</p>	<p>Identify a position that would be a facilitator of information across Corps functions.</p>	<p>October 2013</p>	<p>DDNPCX Dashboard and cover memo to shared with committees. Identify Corps position that acts as Liaison with AAPA.</p>	<p>Use of the Dashboard may be replaced with a data inventory of all Corps Planning Studies, including navigation studies.</p>

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<p>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.</p>	<p>Identification of what success looks like and identification of communication opportunities and how to utilize</p>	<p>October 2013</p>	<p>Working with Corps HQ PAO and AAPA to jointly work on communication plan for Maritime Day, May 22, 2014.</p>	<p>Work between Corps and AAPA continues. Corps seeking HQPAO guidance on the national initiative. AAPA to pull together a committee of Port representatives to also work on this initiative. Expect that after 1 October USACE PAO will accelerate this effort. Likely to be a week-long series of events or web events to coincide with Maritime Day.</p>
<p>CC-6: Identify the Best Practices of communication/Collaboration and Evaluate Them for Use Nationwide.</p>	<p>List of best communication practices using specific format and publishing the list.</p>	<p>September 2013</p>	<p>Survey template created and distributed for AAPA/Corps to collect communication/collaboration best practices.</p>	<p>Follow up email to be distributed in near future. Also to be discussed at H&N Meeting.</p>



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