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Greetings Project Leads

Congratulations on the impressive results from all your amazing work in the first year of implementation. We are now looking forward to working with you to develop your Work Plans and Budgets for Year 2 Implementation.

Important Information:

- **Year Two Work Plans and Budgets are due on 5/4/18**
- **Work Plan and Budget Template has been updated and modified**
- **Make a date to talk with us before you start**

Key Ideas to Consider:

- **From Ideas to Action:**
 - The work plan is a guide to action; it helps keeps you on track and on schedule.
 - Work plans should reflect your priorities within the constraints of time, budget and resources.
 - Each work plan should be flexible, achievable and balanced.
 - The work plans can create a structure for future presentations and proposals for funding beyond May 2019.
- **Think sustainability:**
 - This is the year for your students to tell their stories. To support sustainability, students can communicate what the makerspace means to them through presentations to college leadership, demonstrations in the makerspace and engagement with employers as well as videos, blog posts and press releases.
 - Our advisory committee believes that your inclusive college makerspace, which provides in-demand maker, innovation and entrepreneurial skills to under-represented populations, makes your makerspace appealing to recruiters and funders.
 - As a community of practice, the data we collect from 24 colleges will demonstrate the value of maker education and support sustainability of our network of makerspaces.
- **Build on your progress in Year 1:**
 - Evaluate your Year 1 progress. Which activities were you able to accomplish? Were the performance outcomes satisfactory? What do the data say about your performance?
 - Ask what you and your team could do differently in Year Two to improve your outcomes.
 - Visualize what a successful conclusion to the CCC Maker initiative looks like for your institution.
 - Create a structure for future work presentations and proposals for funding beyond May 2019.
- **Check out the updated Work Plan and Budget Template:**
 - The four work plan templates now include activity prompts, tools to help you get started in moving your makerspace community to the next level.
 - You do not have to select every activity! (Though we expect everyone will use 7-9)

- Focus on those that will have the most impact on your students and long-term sustainability.
- Chose, add or modify the activities to reflect your priorities and your unique situation.
- For each activity selected you may also select the metric that most closely corresponds to the performance outcome using the pull-down menu in the performance outcome section.
- If in doubt, contact the TAP, send in a draft for feedback and schedule a zoom meeting.

Getting Started:

- **Work plans:**
 - Once you have selected or modified an Activity, briefly describe details of your Activity in the cell provided.
 - Click on the 'Choose the metric...' cell and an arrow icon will appear. Click on the arrow to access the metric list and then select the data metric that most closely corresponds with the performance outcome. Multiple metrics may apply to an activity or performance outcome; use your best judgment and choose the metric that supports sustainability.
 - Briefly describe the anticipated results of the activities in the performance outcomes cell. If the Activity aligns with multiple metrics, you may want to reference them there.
 - We expect that everyone will use activity sections 7-9 as they relate to 'Telling Our Story', Reporting and Sustainability respectively.
- **Budget:**
 - The budget sections remain unchanged.
 - Use your approved Y2 budget amount from your original approved Implementation Grant Proposal. If you don't know your Year 2 award, please contact the TAP or Grant Accountant.
 - You may revise your Budget Narrative, Summary and Detail based on your current situation, expected progress and modified activities.
 - The Budget will not include any carryover from Year 1. Carryover funds will be processed separately, per direction of the Grant Accountant.
- **Submission:**
 - Remember to enter your college name on the 'Do First' Tab and name the file with your college.
 - Answers to frequently asked questions will be shared on Workplace. If you have not yet joined, contact the TAP.
 - On or before **5/4/18**, and after consulting with the TAP, email your final Work Plans and Budget to deborah@cccmaker.com and salomon@cccmaker.com
 - Work plans and Budgets will be reviewed, approved or returned for revision, in the order received.

Based on your experience in the first year of Implementation, we know you will want to carefully consider your Year 2 Budget Allocations and Work Plans. Our goal is for you create effective work plans that will help you realize the best outcomes for your CCC Maker project. Please feel free to contact the TAPs with any questions. We look forward to hearing about your great plans for Year 2!

Thanks and best regards

Deborah Bird
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 CCC Maker Initiative