

**Laurel Highland Council  
Commissioner Tools Backdater**

<b>Week</b>	<b>Task</b>	<b>Who</b>	<b>Date</b>	<b>Note</b>	<b>STATUS</b>
Pre	Attend Webinars	Mike M	9-Oct-14		Done
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1	Review the Scout Executive and Council Commissioner sign-off documents.	Rick B	15-Oct-14		Done
1	Complete the information asked for in the sign-off documents, sign the form by approving the signature statement and return to CommissionerTools@Scouting.org.	Rick B	16-Oct-14		Done
1	Review the Council Champion position description.	Rick B	7-Oct-14		Done
1	Compile a list of potential candidates for the Champion.	Rick B	7-Oct-14		Done
1	Recruit a Council Champion, using the position description provided.	Rick B	7-Oct-14		Done
1	Create a calendar to log all dates and deadlines for launch of Commissioner Tools.	Mike M	15-Oct-14		Done
1			16-Nov-14		
2	Introduce Council Champion to the District Commissioners at the next Council Commissioner Cabinet meeting or similar. Explain in detail what their role will be, including the position description.	Rick B	25-Oct-14	Cabinet Mtg	Done
2	Introduce Council Champion to the Unit Serving Professionals at their next Staff meeting or similar. Explain in detail what their role will be, including the position description.	Sharon M	3-Nov-14	All Staff Mtg.	Done

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2	Establish adoption date and publish that information. Keep in mind that the switch from UVTS will need to take place on the 1st of the accounting and totaling for Journey To Excellence data. month to accommodate month end.	Rick B	15-Oct-14		Done
2	Discuss with Area Commissioner that your Council is working through the steps to adopt Commissioner Tools. Share any issues and concerns you may be having.	Rick B	8-Oct-14		Done
2	Ask the Scout Executive to discuss with Unit Serving Professionals the value of Unit Key 3's and how you would like this information to be distributed to the Units.	Rick B Mike M	1-Dec-14		
2	Ask District Commissioners to discuss with their District Key 3 the impact and value of the Unit Service Plan and how each member of the Key 3 will support it.	Mike M	18-Nov-14	Cabinet Mtg	
2	Set goals for full implementation by a specific date and publish that information.	Rick B Mike M	15-Oct-14		Done
2			23-Nov-14		
3	Establish a training schedule for all levels and types of Commissioners. Publish this schedule.	Mike M	1-Dec-14		
3	Council Commissioner coordinate with Scout Executive to establish a training schedule for Unit Serving Professionals. Publish this schedule to the District Commissioners.	Rick B	1-Dec-14		

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3	Review with District Commissioners that UVTS entries need to be as current as possible prior to adoption date. Commissioner Tools only allows entries for the last 60 days.	Mike M	18-Nov-14 16-Dec-14	Cabinet Mtg & E-mail	
3	District Commissioners discuss with their Commissioners that UVTS entries need to be as current as possible prior to adoption date. Commissioner Tools only allows entries for the last 60 days.	DC	Nov/Dec	District Commish Mtg.	
3	Ask the District Commissioners to work with their District Chairman and Committees to help them understand their role when Commissioner Tools is implemented. Provide copies of the Detailed Unit Assessments so they can be aware of how the process will proceed.	Mike M	18-Nov-14	Cabinet Mtg & E-mail	
3	Develop a plan to help Units to better understand the Unit Key 3 concept, value and benefits. Distribute the plan.	Joe M Mike M	10-Dec-14		
3	Announce at all Roundtables that there is a new method of providing Unit Service and how it will impact the District and Units. Discuss the value of the Unit Key 3, the 2 kinds of assessments and how they will help with continuous improvement of the Unit.	DC	December Roundtables	Mike M to create script and handouts	
3			30-Nov-14		
4	Discuss with District Commissioners the value of Unit Key 3's and how you would like this information to be distributed to the Units.	Mike M	18-Nov-14	Cabinet Mtg & E-mail	

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4	Discuss with District Commissioners the concept of continuous improvement by utilizing the Detailed Unit Assessment process.	Mike M	18-Nov-14	Cabinet Mtg & E-mail	
4	District Commissioners discuss with their Commissioners the concept of continuous improvement by utilizing the Detailed Unit Assessment process.	DC's	Nov/Dec	District Commish Mtg.	
4	District Commissioners discuss with Commissioners the value of Unit Key 3's and how you would like this information to be distributed to the Units.	DC's	Nov/Dec	District Commish Mtg.	
4	Discuss with District Commissioner's that they need to get all Commissioner's registered at my.Scouting.org. For proper access, their information needs to include member id #'s and email addresses.	Mike M	18-Nov-14 16-Dec-14	Cabinet Mtg & E-mail	
4	Discuss with the District Commissioners the Unit Service Plan and how it will impact their Districts and Units. Utilize the PowerPoint available on the national website.	Mike M	18-Nov-14	Cabinet Mtg & E-mail	
4	District Commissioners review the Unit Service Plan and how it will impact their Units. Utilize the PowerPoint available on the national website.	DC's	1-Dec-14		

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4	Review with the District Commissioners the Detailed Unit Assessment for Packs, Troops, Crews, Teams and Ships including the scoring matrix, the ability to complete on-line, the “action, accountability and timeframe” portions and how it is used to create the Unit Service Plan a minimum of twice annually.	Mike M	16-Dec-14		
4	Discuss with District Commissioners that the Simple Assessment is intended as a frequent check-up that supports the Unit Service Plan and the semi-annual Detailed Unit Assessment with Unit Key 3’s.	Mike M	16-Dec-14		
4	Determine who specifically needs to be made aware of the impact of the Unit Service	Mike M	16-Dec-14		
4	Plan at the District and Unit level and discuss with them.	DC's	25-Dec-14		
4			7-Dec-14		
5	Have all commissioners review webinars and on-line videos.	DC's	15-Dec-14		
5	Have all commissioners spend time in the “Sandbox” practice site to familiarize themselves with the system.	DC's	15-Dec-14	And Dec & Jan Cabinet mtgs	
5	Train Roundtable Commissioners on the specifics of how to input their schedules and information.	Mike M	13-Dec-14	Part of Basic Training	

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5	District Commissioner's discuss with commissioners the information contained in the RT area.	DC's	1-Dec-14		
5	Publish the phone number for the National Support Center. This number is 972-580-2489.	Mike M	1-Dec-14		
5	Publish the email contact address for online support. The address is CommissionerTools@Scouting.org.	Mike M	1-Dec-14		
5	Discuss with all Units the concept of continuous improvement by utilizing the Detailed Unit Assessment process.	UC's	Dec/Jan		
5	Review with the District Commissioners the value and need to get Unit Leaders registered at my.Scouting.org and verify all that information is correct, including email addresses. This helps with Assessment emailing and Voice of the Scout distribution.	Mike M	18-Nov-14 16-Dec-14	Cabinet Mtg & E-mail	
5	District Commissioners review with their Commissioners the value and need to get Unit Leaders registered at my.Scouting.org and verify all that information is correct, including email addresses. This helps with Assessment emailing and Voice of the Scout distribution.	DC's	Dec/Jan	District Commish Mtg. & E-mail	
5			14-Dec-14		
6	Review with District Commissioners that UVTS entries need to be as current as possible prior to adoption date. Commissioner Tools only allows entries for the last 60 days.	Mike M	16-Dec-14	Cabinet mtg	

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6	District Commissioners discuss with their Commissioners that UVTS entries need to be as current as possible prior to adoption date. Commissioner Tools only allows entries for the last 60 days.	DC's	Dec/Jan	District Commish Mtg.	
6	Discuss with District Commissioners a specific timeframe for completing the first set of Detailed Unit Assessments and launching of the Unit Service Plans. Publish those dates.	Mike M	16-Dec-14	Cabinet mtg	
6	District Commissioners share these dates with their District.	DC's	December	District Commish Mtg.	
6	District Commissioner discusses with their Commissioners the plan to help Units to better understand the Unit Key 3 concept, value and benefits. Distribute the plan.	DC's	December	District Commish Mtg.	
6			21-Dec-14		
7	Council Commissioner and District Commissioners verify that all levels of Commissioners are utilizing the "Sandbox" area.	Mike M Rick B DC's	15-Dec-14		
7	Discuss with Area Commissioner that your Council has made progress and how you feel about the process. Ask for any assistance necessary.	Rick B	15-Dec-14		
7	Provide feedback on process to this point, using form provided.	Mike M	15-Dec-14		

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7	Announce again at all Roundtables that there is a new method of providing Unit Service and how it will impact the District and Units. Discuss the value of the Unit Key 3, the 2 kinds of assessments and how they will help with continuous improvement of the Unit.	DC's	January Roundtables	Mike M to create script and handouts	
7			28-Dec-14		
8	Ask District Commissioners to review the value of Unit Key 3's and how you would like this information to be distributed to the Units.	Mike M	16-Dec-14	Cabinet mtg	
8	Establish date for second round of Detailed Unit Assessments and publish that information.	Mike M	16-Dec-14	Cabinet mtg	
8	Review with District Commissioners the concept of continuous improvement by utilizing the Detailed Unit Assessment process.	Mike M	16-Dec-14	Cabinet mtg	
8	District Commissioners discuss with Commissioners the concept of continuous improvement by utilizing the Detailed Unit Assessment process.	DC's	December	District Commish Mtg.	
8	District Commissioners discuss with Commissioners the value of Unit Key 3's and how you would like this information to be distributed to the Units.	DC's	December	District Commish Mtg.	



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8	Review with District Commissioner's that they need to get all Commissioners registered at my.Scouting.org. For proper access, their information needs to include member id #'s and email addresses.	Mike M	16-Dec-14	Cabinet mtg	
8	District Commissioners again review with their Commissioners the Unit Service Plan and how it will impact their Districts and Units. Utilize the PowerPoint available on the national website.	DC's	Dec	District Commish Mtg.	
8	District Commissioners review with their Commissioners the Detailed Unit Assessment for Packs, Troops, Crews, Teams and Ships including the scoring matrix, the ability to complete on-line, the "action, accountability and timeframe" portions and how it is used to create the Unit Service Plan a minimum of twice annually.	DC's	Dec	District Commish Mtg.	
8	District Commissioners review with their Commissioners that the Simple Assessment is intended as a frequent check-up that supports the Unit Service Plan and the semi- annual Detailed Unit Assessment with Unit Key 3's.	DC's	Dec	District Commish Mtg.	
8			4-Jan-15		
9	Review again with the District Commissioners to discuss with their District Key 3 the impact and value of the Unit Service Plan and how each member of the Key 3 will support it.	Mike M	20-Jan-15	Cabinet Mtg	

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9	Review again with the District Commissioners to work with their District Chairman and Committees to help them understand their role when Commissioner Tools is implemented. Provide copies of the Detailed Unit Assessments so they can be aware of how the process will proceed.	Mike M	20-Jan-15	Cabinet Mtg	
9	Council Commissioner and District Commissioners verify that all levels of Commissioners have been preparing for the switchover, including the "sandbox" review of Detailed Units Assessments, value of Unit Key 3 and contact entering.	Rick B.	20-Jan-15	Cabinet Mtg & Phone Calls	
9	Review again with the District Commissioners the value and need to get Unit Leaders registered at my.Scouting.org and verify all that information is correct, including email addresses.	Mike M	20-Jan-15	Cabinet Mtg & E-mail	
9	District Commissioners again review with their Commissioners the value and need to get Unit Leaders registered at my.Scouting.org and verify all that information is correct, including email addresses.	DC's	January	District Commish Mtg.	
9	Have another discussion with those who specifically are impacted by the new Unit Service Plan at the District and Unit level. Discuss what support they will need to carry out their responsibilities.	Service Execs	10-Jan-15		

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9	Check-in on the development of a plan to help Units to better understand the Unit Key 3 concept, value and benefits.	Mike M DC's	20-Jan-14		
9	District Commissioner discusses with their Commissioners the plan to help Units to better understand the Unit Key 3 concept, value and benefits. Distribute the plan.	DC's	January	District Commish Mtg.	
9			11-Jan-15		
10	Review again with District Commissioners that UVTS entries need to be as current as possible prior to adoption date. Commissioner Tools only allows entries for the last 60 days.	Mike M	20-Jan-15	Cabinet Mtg	
10	District Commissioners discuss with their Commissioners that UVTS entries need to be as current as possible prior to adoption date. Commissioner Tools only allows entries for the last 60 days.	DC's	January	District Commissioner meetings	
10	Council Commissioner confirms with Scout Executive that Unit Serving Professionals are properly trained and ready for switchover.	Rick B.	15-Jan-15		
10	Discuss with Area Commissioner that your Council has made progress and how you feel about the process. Ask for any assistance necessary.	Rick B.	15-Jan-15		
10	Provide feedback on process to this point, using form provided.	Rick B.	15-Jan-15		

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10	Announce again at all Roundtables that there is a new method of providing Unit Service and how it will impact the District and Units. Discuss the value of the Unit Key 3, the 2 kinds of assessments and how they will help with continuous improvement of the Unit.	DC's	February Roundtables	Mike M to create script and handouts	
10			18-Jan-15		
11	Review with District Commissioner's that they need to get all Commissioners registered at my.Scouting.org. For proper access, their information needs to include member id #'s and email addresses.	Mike M	1-Jan-14	E-mail & Phone Calls	
11	District Commissioner's complete a final review with their Commissioners about the Detailed Unit Assessment for Packs, Troops, Crews, Teams and Ships including the scoring matrix, the ability to complete on-line, the "action, accountability and timeframe" portions and how it is used to create the Unit Service Plan a minimum of twice annually.	DC's	1-Jan-15		
11	Review again with the District Commissioners the value and need to get Unit Leaders registered at my.Scouting.org and verify all that information is correct, including email addresses. This helps with Assessment emailing and Voice of the Scout distribution.	Mike M	20-Jan-15	Cabinet Mtg	

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11	District Commissioners review again with their Commissioners the value and need to get Unit Leaders registered at <i>my .Scouting.org</i> and verify all that information is correct, including email addresses. This helps with Assessment emailing and <i>Voice of the Scout</i> distribution.	DC's	January District Commissioner meetings	Plus phone calls	
11			25-Jan-15		
12	Council Commissioner reminds District Commissioners that the launch is in less than 1 week and to make final efforts to be prepared.	Rick B	26-Jan-15		
12	District Commissioners reminds their Commissioners that the launch is in less than 1 week and to make final efforts to be prepared.	DC's	26-Jan-15	E-mail	
12	District Commissioner's discuss with their Commissioner's the need to be registered at <i>my.Scouting.org</i> . For proper access, their information needs to include member id #'s and email addresses.	DC's	January	District Commissioner meetings Plus e-mail <b>and</b> phone calls	
12	Review all previous tasks and see what has been missed or left uncompleted.	Mike M Rick B	15-Jan-15		
12	Take a breath and look back at the great job you have done to prepare for the new method of delivering great Unit Service. Celebrate the soon to come successful launch of Commissioner Tools in you Council.	No One	N/A	LOL	

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12	Council Commissioner and District Commissioners verify that all levels of Commissioners are working on the "Sandbox" area. This is the last opportunity before the switchover.	Rick B Mike M DC's	29-Jan-15		
<b>12</b>	<b>Adoption</b>		<b>1-Feb-15</b>		
13	Discuss with Champion and District Commissioner's how efforts have been going.	Rick B	6-Feb-15	Cabinet mtg	
13	Provide feedback about pre-adoption support that has been provided.	Mike M	15-Feb-14		
13	Council Commissioner discuss with Champion plans to improve utilization.	Rick B	15-Feb-14		
13	Discuss with District Commissioners the positives and negatives of the plan to date.	Rick B	6-Feb-15	Cabinet mtg	
13	Create a new plan to overcome the obstacles defined in previous discussion.	Mike M	15-Feb-15		
13	<b>Post-Adoption</b>		8-Feb-15		