

**Laurel Highland Council
Commissioner Tools Backdater**

Task	Who	Date	Note	STATUS
0				
Review the Council Champion position description.	Rick B	7-Oct-14		Done
Compile a list of potential candidates for the Champion.	Rick B	7-Oct-14		Done
Recruit a Council Champion, using the position description provided.	Rick B	7-Oct-14		Done
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
Attend Webinars	Mike M	9-Oct-14		Done
Review the Scout Executive and Council Commissioner sign-off documents.	Rick B	15-Oct-14		Done
Create a calendar to log all dates and deadlines for launch of Commissioner Tools.	Mike M	15-Oct-14		Done
mind that the switch from UVTS will need to take place on the 1st of the accounting and totaling for Journey To Excellence	Rick B	15-Oct-14		Done
Set goals for full implementation by a specific date and publish that information.	Rick B Mike M	15-Oct-14		Done
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
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

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Task	Who	Date	Note	STATUS
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
1		11-Nov-14		
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	Done
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	Cabinet Mtg & E-mail	Done
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	Done
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	Done
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	Done
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	Cabinet Mtg & E-mail	Done

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Task	Who	Date	Note	STATUS
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	Done
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	Cabinet Mtg & E-mail	Done
2		23-Nov-14		
3		30-Nov-14		
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		Done
Establish a training schedule for all levels and types of Commissioners. Publish this schedule.	Mike M	1-Dec-14		Done
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		Done
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	<i>Done</i>

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Call all District Commissioners -Announcements at roundtables -Training plans -Commish mtg. assignments -Address concerns	Don S. John N. Mike M.	3-Dec-15		Done
Publish the phone number for the National Support Center. This number is 972-580-2489.	Mike M	1-Dec-14		Done
Publish the email contact address for online support. The address is CommissionerTools@Scouting.org.	Mike M	1-Dec-14		Done
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	December	District Commish Mtg. & E-mail	<i>Done</i>
District Commissioners discuss with their Commissioners the concept of continuous improvement by utilizing the Detailed Unit Assessment process.	DC's	December	District Commish Mtg.	<i>Done</i>
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.	<i>Done</i>
District Commissioners discuss with Commissioners the concept of continuous improvement by utilizing the Detailed Unit Assessment process.	DC's	December	District Commish Mtg.	<i>Done</i>
District Commissioners review the Unit Service Plan and how it will impact their Units. Utilize the PowerPoint available on the national website.	DC's	December	District Commish Mtg.	<i>Done</i>

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Task	Who	Date	Note	STATUS
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	December	District Commish Mtg.	<i>Done</i>
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	December	District Commish Mtg.	<i>Done</i>
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	December	District Commish Mtg.	<i>Done</i>
District Commissioners share the Commissioner Tools training dates with their Commissioners.	DC's	December	District Commish Mtg.	<i>Done</i>
4		7-Dec-14		
Commissioner Tools - Train the Trainer Flag Plaza	Don S. Mike M.	10-Dec-14		Done
Develop a plan to help Units to better understand the Unit Key 3 concept, value and benefits.	Joe M Mike M	10-Dec-14		Done
5		14-Dec-14		
Have all commissioners review webinars and on-line videos.	DC's	15-Dec-14	E-mails sent	Done
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		Done

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Task	Who	Date	Note	STATUS
Provide feedback on process to this point, using form provided.	Mike M	15-Dec-14		Done
Have DCs spend time in the "Sandbox" practice site to familiarize themselves with the system.	DC's	16-Dec-14	Cabinet mtg	Done
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	Done
Council Commissioner and Council Champion verify that District Commissioners are utilizing the "Sandbox" area.	Mike M Rick B	15-Dec-14	Cabinet mtg	Done
Review with District Commissioners the concept of continuous improvement by utilizing the Detailed Unit Assessment process.	Mike M	16-Dec-14	Cabinet mtg	Done
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	Cabinet mtg	Done
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	Cabinet mtg	Done
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	Done

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Task	Who	Date	Note	STATUS
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	Done
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	Done
Determine who specifically needs to be made aware of the impact of the Unit Service Plan at the District and Unit level and discuss with them.	DC's	16-Dec-14	Cabinet mtg	Done
Establish date for second round of Detailed Unit Assessments and publish that information.	Mike M	16-Dec-14	Cabinet mtg	Done
E-mail all Commissioners who entered visits in UVTS in 2014 to announce the end of UVTS	Mike M	23-Dec-14		Done
Commissioner Tools - Train the Trainer II Flag Plaza	John N. Don S. Mike M.	29-Dec-14		Done
6		21-Dec-14		
7		28-Dec-14		
Short training (10 min) at all Roundtables about the 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	Done

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Task	Who	Date	Note	STATUS
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. Plus e-mail and phone calls	<i>Done</i>
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.	<i>Done</i>
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 Commish Mtg.	<i>Done</i>
Have all commissioners spend time in the "Sandbox" practice site to familiarize themselves with the system.	DC's	January	District Commish Mtg.	<i>Done</i>
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	January	District Commish Mtg.	<i>Done</i>
Commissioners discuss with all Units the concept of continuous improvement by utilizing the Detailed Unit Assessment process.	UC's	January		<i>Done</i>
8		4-Jan-15		

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Task	Who	Date	Note	STATUS
Final check 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-15	E-mail	Done
Commissioner Tools Training - Monroeville	Mike M	3-Jan-15		Done
Call all District Commissioners -Announcements at roundtables -Training plans -Commish mtg. assignments -Address concerns	Don S. John N. Mike M.	5-Jan-15		NO
Field Staff Training Session	Don S. John N. Mike M.	5-Jan-15		Done
Commissioner Tools Training - Ebersburg	John N	10-Jan-15		Done
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		<i>Done</i>
9		11-Jan-15		
Council Commissioner confirms with Scout Executive that Unit Serving Professionals are properly trained and ready for switchover.	Rick B.	15-Jan-15		Done
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		Done
Provide feedback on process to this point, using form provided.	Rick B.	15-Jan-15		Done

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Task	Who	Date	Note	STATUS
Review all previous tasks and see what has been missed or left uncompleted.	Mike M Rick B	15-Jan-15		Done
Commissioner Tools Training - Pittsburgh	Rick H	17-Jan-15		Done
10		18-Jan-15		
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-15		Done
Have all commissioners spend time in the "Sandbox" practice site to familiarize themselves with the system.	DC's	20-Jan-15	Cabinet mtg Included in training sessions	Done
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	Done
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	Done
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	Done

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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	Done
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	Done
E-mail reminder to all Commissioners who entered visits in UVTS in 2014	Mike M	22-Jan-15		Done
Commissioner Tools Training - Bedford County	John N.	24-Jan-15		CANCEL
11		25-Jan-15		
E-mail "TO DO" List to UC's	Mike M	25-Jan-15		Done
Council Commissioner reminds District Commissioners that the launch is in less than 1 week and to make final efforts to be prepared.	Rick B	25-Jan-15		Done
District Commissioners remind their Commissioners the launch is in less than 1 week and to make final efforts to be prepared.	DC's	26-Jan-15	E-mail/Calls	
Call all District Commissioners -Assure readiness for cutover -Make sure all UVTS is entered -Address concerns	Don S. John N. Mike M.	27-Jan-15		
Create instruction document for CT. How to enter simple and detailed assessments	Mike M	28-Jan-15		

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Task	Who	Date	Note	STATUS
Council Commissioner and District Commissioners verify that Commissioners are working on the "Sandbox" area. This is the last opportunity before the switchover.	Rick B Mike M	29-Jan-15		
Final e-mail sent to Commissioners -UVTS goes away -Should work TO DO list	Mike M	29-Jan-15		Scheduled
Commissioner Tools Training - Moon Township	Don S John N	31-Jan-15		
Commissioner Tools Training - Cumberland	Mike M	31-Jan-15		
Adoption		1-Feb-15		
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	Script Done
District Commissioner's discuss with commissioners the information contained in the RT area.	DC's	February	District Commish Mtg.	
Post-Adoption		8-Feb-15		
Commissioner Tools Training	Don S	14-Feb-15	Part of Basic Training	
Roundtable Commissioner Training (Cranberry)	Mike M	14-Feb-15	Part of Basic Training	
Provide feedback about pre-adoption support that has been provided.	Mike M	15-Feb-15		
Council Commissioner discuss with Champion plans to improve utilization.	Rick B	15-Feb-15		

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Task	Who	Date	Note	STATUS
Create a new plan to overcome the obstacles defined in previous discussion.	Mike M	15-Feb-15		
Train District Commissioners so they can train their Roundtable Commissioners on the specifics of how to input their schedules and information.	Mike M	17-Feb-15	Before Cabinet mtg	
Discuss with Champion and District Commissioner's how efforts have been going.	Rick B	17-Feb-15	Cabinet mtg	
Discuss with District Commissioners the positives and negatives of the plan to date.	Rick B	17-Feb-15	Cabinet mtg	
First round of assessments complete - enter in CT	UC's	10-Mar-15		
Review status of first round of assessments	Mike M DC's	17-Mar-15	Cabinet mtg	
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	