TDC Advisory Council Meeting
Meeting Summary
Thursday, February 21, 2019
10:00 a.m. to 11:30 a.m.

Peter Renner, OTM Deputy Director	Executive Sponsor
Debora Branham, LPD Administrator	Project Lead/Owner
Rod Cheatham, Talent Development Program Manager	Project Manager
Vince Williams, Talent Development Program Manager	Project Manager

Attendees: Jen Adair (DAS); Debora Branham (DAS); Rod Cheatham (DAS); Joel Coughlin (DAS); Paul Dyke (DAS); Abbie Frase (MCD); Matt Dyer (OBM); Ray Justice (DAS); Kate Nicholson (DAS); Cindy Orr (JFS); Dan Piercy (DAS); Stan Sikorski (DAS); Vince Williams (DAS); Patricia Winbush (DAS)

Absent: Michael Buerger (DAS); Helena Carter (ODH); Matt Gill (BWC); Cyndi Hill (BWC); Steve Galloway (DRC); Jonathan Rollings (OOD); Maggie Toal (DAS)

Meeting Objective: To provide a look at how Ohio Learn can serve as the platform for the Online Repository of Training Resources for HR professionals; also, to provide the Council with an overview of Project Management and the Importance of the Project Schedule.

- **Welcome:** Roderick opened the meeting at 10:02 a.m. and welcomed the Advisory Council members.

- **Guest Speakers**:

  - **Stan Sikorski:** Ohio Learn

    - Provided an overview of Ohio Learn home page and the statewide Learn Center.
    - Stated 9 agencies in Wave1 and they will have their own sub-learn centers; all sub-learn centers will have similar layouts.
    - Featured training section will work well for this group's project.
    - The Training Catalog is where the training resources will be placed for the TDC initiative. HR Resources will be one of the main categories. This system can take PDF documents and wrap them in a course.
    - Demonstrated the competency library and how they will be categorized.
    - Provided an overview of learning plans as they relate to the competency library.
    - 3rd parties can integrate training, so it will report on individual transcripts (e.g., taking a course in Open Sesame would show up on transcript)

  - **Matthew Held -** Project Management: The importance of the project schedule

    - What is a project schedule?
    - Project scope
    - Activities
    - Constraints
    - What must be in a schedule
      - Activities

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- o Estimates
            - o Resources
            - o Sequencing
        - Why is it important?

- **TDC General Updates**
    - The survey draft was shared with members; please review and provide comments via the link Abbie will send via OneDrive.

- **Present Project Plan Schedule**
    - At next meeting we will begin the process of estimating, sequencing, and understanding the duration of each task.

- **Community Sharing**
    - Terri Vetter shared information on Lead Ohio Inspirational Leaders and the potential to make agency-specific cohort experiences (15 people minimum).

- **Wrap Up** - Debora Branham
    - Next steps: Debora and few Council members will present project charter to Executive Sponsors.
    - Share with HR administrators at April meeting.

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