Cradle-to-Career **5-Year Projected Timeline**

	Year 1	Year 2: FY 2022–23	Year 3: FY 2023–24	Year 4: FY 2024–25	Year 5: FY 2025–26
Strategy and Operations	• Seated Governing Board • Signed legal agreements • Appointed Executive Director • Defined leadership positions & initial staff recruitment	• Recruit leadership and build staff team • Secure and prepare physical space for office and community engagement • Define brand identity and communications strategy • Establish office procedures within GovOps	• Ensure sustainability of efforts • Continuous improvement on office operational metrics and efficiency	• Plan for external evaluation • Review externally facing tools and resources for user experience and accessibility	• Review technology infrastructure to ensure it continues to meet expectations • Plan for further expansion in future years
Engagement	• Launched "Community Conversations" • Continued holding meetings open to public input	• Seat Advisory Boards • Launch annual student experience audit • Continued community engagement and feedback	• Annual student experience audit • Provide public trainings on using data tools	• Annual student experience audit • Continued user centered design approach	• Annual student experience audit • Continuous improvement based on input and engagement
Analytical Tools	• Defined procurement and implementation plans for technology products. • Issued RFP for data warehouse • Completed Stages 1 and 2 of CDT's "Project Approval Lifecycle" for IT projects • Review of data point definitions identified during planning process	• Build technical infrastructure • Data providers transfer initial data sets • Design an initial dashboard and query builder interface • Complete Stages 3 and 4 of CDT's "Project Approval Lifecycle" for IT projects	• Develop and implement research data request process • Expand analytical data set to include independent colleges • Expand teacher credentialing analytical data set	• Expand analytical data set to include private colleges • Expand analytical data set to include additional early learning and care information	• Expand analytical data set to include additional social service, health, and workforce information.
Operational Tools	• Expand access to californiacolleges.edu planning tools and high school electronic transcript infrastructure	• Expand access to californiacolleges.edu planning tools and high school electronic transcript infrastructure • Assess possibilities for postsecondary electronic transcripts and eTranscript infrastructure	• Expand access to californiacolleges.edu planning tools and high school electronic transcript infrastructure • Assess possibilities for integrating artifacts for competency-based education into eTranscript infrastructure	• Expand access to californiacolleges.edu planning tools and high school electronic transcript infrastructure • Assess possibilities for integrated social service applications	• Complete state-wide scaling of californiacolleges.edu

Cradle-to-Career FY22-23 Annual Work Plan
Planning

DRAFT
Revised 08.03.2022

	July – September	October - December	January - March	April - June
Strategic Plan 1	Scope potential contracts ✅	Secure board input	Develop 3-year plan	Board review
Annual Work Plan 2	Staff develops ✅ Board review ✅			Staff develop for '23-'24
Annual Budget 2	Staff develops ✅ Board review ✅ Submitted ✅			Staff develop for '23-'24
Legislative Report 3,4,5	Staff drafts ✅ Board review ✅ Release ✅			Staff begin writing report for '23-'24

(1) AB132: 10866(d)1 Governing Board: Adopting an annual strategic plan and reviewing and revising that plan as needed.
(2) AB132: 10867(b)2(A) C2C Office: Developing annual work plans, budget requests, and operational budgets.
(3) AB132: 10866(d)9 Governing Board: Providing regular reports to the Legislature and Governor related to the implementation of this chapter.
   The reports to the Legislature shall be submitted in compliance with Section 9795 of the Government Code.
(4) AB132: 60900.5(g) CCGI: On or before April 1, 2022, and on or before April 1 of each year thereafter, the Riverside County Office of Education shall report to the
   Director of Finance and the Joint Legislative Budget Committee regarding the annual budget for the CCGI as supported through the annual Budget Act. [Note: Reports now due in September.]
(5) AB 132: 10867(b)2(C) C2C Office: Ensuring regular reporting and external evaluations of the efficacy of the data system in fulfilling its purpose.

	July – September	October - December	January - March	April - June
Executive Director review	Create performance review process ✅	Ad hoc committee review process ✅	Board review with ED	
Advisory Boards	Seat members ✅	Onboard members ✅	Recruit next members	Select next members
Governance manual edits		Board committee ✅	Board review	
Board chair	Seat and onboard incoming chair ✅			Elect next chair

	July – September	October - December	January - March	April - June
Data System	Award contracts: System Integrator, Project Manager, Cyber Security and Privacy Analyst, Independent Verification and Validation Vendor, and Technology Products ✓	Configuration and integration of technology products	Documentation and training on technology products, integration, and overall Data System	Scope research data request process
			Identity resolution and mastering	
Security	Documentation of Security and Privacy Controls ✓	Finalize Security and Privacy Controls	Audit Security and Privacy Controls	
Data Provider Activities	Discuss data submission plans ✓	Review Security and Privacy Controls per the Participation Agreement		
		First data submissions to C2C, following above review		
Teacher Training and Retention Dashboard		User Centered Design Process *	Iterative Development and Implementation of Design	Beta Launch
				Board Review
			Communications Plan	Release
				Community Engagement

* **Data Points, P-20W**

	July – September	October - December	January - March	April - June
CCGI	< < < < < < < Continued scaling to new K-12 districts > > > > > > > ✅			
CCGI & C2C	Align messaging to districts on a-g clean up ⬜	Align messaging to districts on 1-stop application platform ✅	Learn from Student Experience Audit	Develop longer-term communications plan
		Gather input and reach communities via Community Engagement Advisory Board ✅		
				Scope potential CCGI/C2C integration

Continue to build technical implementation improvements with partners:

	July – September	October - December	January - March	April - June
CCGI & UC	Improve user experience of UC application integration & nightly data exchange ✅		Course Management Portal enhancements: improvements for data quality	
CCGI & CDE	Continue collaborating on MOU ⬜		Co-design data exchange plans	
CCGI & CSAC	< < < < < < < < CSAC nightly data sharing > > > > > > > > ✅			
CCGI & CSU	Pilot: Final transcript pulls by CSU (removes burden on students to submit final transcripts) ✅			
eTranscript			Explore future eTranscript options based on Student Experience Audit ✱	Co-design integration plans with eTranscript

Engagement

	July – September	October - December	January - March	April - June
Annual Student Experience Audit [1]	Scope potential contracts ✅	Conduct audit and write report ✅	Community Engagement Advisory Board and Board Reviews Release	Contract and conduct next audit
User centered design		Develop strategy for user centered design for dashboards, query builder, and overall data system 🔲		
Communications Planning [2]	californiacolleges.edu messaging	Brand identity development & website improvements ✅	Dashboard communications	Board review
Community Conversations	> > > > > > > Ongoing Community Conversations ✅ > > > > > > >			
Advisory Boards provide recommendations	Sept. onboarding meeting ✅	Oct. meeting ✅	Jan. meeting	April meeting

(1) AB132: 10867(b)5(A) C2C Office: Conducting an annual student experience audit related to navigating the transition from secondary education to higher education.
(2) AB132: 10862(b)4 C2C Office: Implement communications, professional development, and technical assistance that supports data system use.

	July – September	October - December	January - March	April - June
Staffing	Finalize job descriptions and reclassifications ✅	Continue recruitment of full staff team		
	Onboard directors to lead teams			
HR & leadership development	Define onboarding/ offboarding protocols ✅	Contract for leadership training ✅	Refine staff development and continuous improvement processes	
Space	Define space needs for office and community engagement ✅	Negotiate new lease ▬	Renovations →	Move to permanent space →
Policies and procedures	Draft policies, procedures, manuals, and emergency plans ✅	Review of policies by CalHR, GovOps, and CDTFA ✅	Union review of C2C policies	
EEO	Secure contract for EEO position and DEIA services with CDTFA ✅	Ongoing staff training and professional development on diversity, equity, inclusion, and accessibility ▬		
Procurement	Coordinate with GovOps and DGS on procurement policies and procedures for services, software, and office purchases ✅			