

## [PROJECT] Action Period Webinar Roles and Responsibilities – Last Updated MM/DD/YYYY

### Pre-Call Responsibilities – {Roles may change based on the composition of your network/project team}

Title (Name)	Responsibilities	Approvals	Timeframe
QIS (Name)	Draft/finalize slide deck	Presenters	24 hours before
Project Specialist (Name)	Draft/finalize reminder in Constant contact	None	1 week before
Program Coordinator (Name)	Send reminder via Constant Contact	N/A	At least 1 day before
Program Coordinator (Name)	Send reminder via Outlook (with slide deck attached to internal team)	N/A	Morning of
Program Coordinator (Name)	Sets up polls (as applicable)	QIS	Morning of
Program Coordinator (Name)	Schedules webinar in Outlook and Zoom	Faculty	At project startup

### Call Responsibilities

Role	Name (Title)	Responsibilities	Tips
AP Call Facilitator	QIS	<ul style="list-style-type: none"> <li>• Greets attendees</li> <li>• Roll call</li> <li>• Facilitates agenda</li> <li>• Facilitates Discussion</li> <li>• Shares screen and advances slides during webinar</li> </ul>	
Webinar Facilitator	Program Coordinator	<ul style="list-style-type: none"> <li>• Facilitates recording/muting of phone line</li> <li>• Displays polls/poll results</li> <li>• Monitors questions and raised hands</li> <li>• Offers technical support as needed</li> <li>• Grants organizer responsibilities to faculty/QISs/PM Staff as necessary</li> <li>• Monitors [NETWORK] email box for emails from invitees (i.e. if there are technical difficulties)</li> </ul>	<ul style="list-style-type: none"> <li>• Start recording before roll call</li> <li>• Print slides prior to the call and note animations</li> <li>• Call in 10-15 minutes prior to the start of the call and connect webinar</li> </ul>
Presenter	QIS, Faculty (varies)	<ul style="list-style-type: none"> <li>• Presents during AP Call</li> </ul>	
AP Call Contributor	Faculty	<ul style="list-style-type: none"> <li>• Can answer questions submitted by attendees</li> </ul>	

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### Post-call Responsibilities

Title	Responsibilities	Approvals	Timeframe
Program Coordinator	<i>Reports:</i> <ul style="list-style-type: none"> <li>Save Chat box Log from My Documents</li> </ul>	N/A	Within 24 hours
Program Coordinator	<i>Documentation:</i> <ul style="list-style-type: none"> <li>Downloads and saves recording of the AP Call</li> <li>Save Attendance Report from Zoom onto Shared Drive</li> <li>Reviews recording; generates questions off attendance report</li> <li>Send questions to Project Specialist</li> <li>Post slides on public site                             <ul style="list-style-type: none"> <li>Edit slides to remove/hide site-specific information, check with QIS</li> </ul> </li> <li>Post slides on SharePoint site</li> </ul>	N/A	Within 48 hours
Program Coordinator	<i>Attendance:</i> Compile Final Attendance Report using the recording, the Chat box Log, and the Attendance Report	N/A	Within 48 hours
QIS	<i>Follow up:</i> <ul style="list-style-type: none"> <li>Follow up with questions posed during the AP Call as necessary</li> <li>Follow up with sites not represented</li> </ul>	Faculty	Within one week
Project Specialist	<ul style="list-style-type: none"> <li>Prepare report out for next Ops call agenda</li> </ul>	QIS	Next Ops call