

# Updated Austin AI Alliance Deployment Plan with Document Review Schedule July/August 2024

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## Overall Schedule:

- **July 12:** Review 3 Documents (Template, Process, Checklist)
  - **July 19:** Review Operating Procedures, Communication Plan + PPT Creation
  - **August 2:** Review Remaining Documents (Roles Responsibilities, Next Steps, Timeline)
  - **August 16:** Prototype Process Implementation
  - **August 23:** Prototype Process Review and Refinement
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## Detailed Schedule:

**July 12, 2024 (Friday) - 3pm to 5pm**

**Focus: Review 3 Documents (Template, Process, Checklist)**

### Agenda:

1. **Welcome and Objectives (10 mins)**
  - Brief introduction and meeting objectives.
2. **Template Review (40 mins)**
  - Review the project proposal template.
  - Discuss and incorporate feedback.
3. **Process Review (40 mins)**
  - Review the project management process.
  - Ensure all steps are clear and well-documented.
4. **Checklist Review (30 mins)**
  - Review the project checklist.
  - Verify completeness and clarity.
5. **Q&A and Next Steps (20 mins)**
  - Open floor for questions and clarifications.
  - Outline tasks for the next session.

**July 19, 2024 (Friday) - 3pm to 5pm**

**Focus: Review Operating Procedures, Communication Plan + PPT Creation**

### Agenda:

1. **Welcome and Objectives (10 mins)**
  - Recap of the previous session and today's objectives.
2. **Operating Procedures Review (40 mins)**
  - Review the Operating Procedures document.
  - Ensure it aligns with the organization's goals and includes all necessary elements.
3. **Communication Plan Review (40 mins)**
  - Review the Communication Plan document.
  - Ensure it covers all levels and strategies of communication effectively.
4. **PPT Creation (30 mins) – Preparation for BOARD Review**
  - Develop a PowerPoint presentation for the Board review.
  - Highlight key points from the reviewed documents.
5. **Q&A and Next Steps (20 mins)**
  - Open floor for questions and clarifications.
  - Outline tasks for the next session.

**August 2, 2024 (Friday) - 3pm to 5pm**

**Focus: Review Remaining Documents (Roles Responsibilities, Next Steps, Timeline)**

**Agenda:**

1. **Welcome and Objectives (10 mins)**
  - Recap of the previous session and today's objectives.
2. **Roles and Responsibilities Review (40 mins)**
  - Review the Roles and Responsibilities document.
  - Ensure clarity and completeness.
3. **Next Steps Review (40 mins)**
  - Review the Next Steps document.
  - Discuss any required actions and align on priorities.
4. **Timeline Review (30 mins)**
  - Review the Timeline document.
  - Ensure all milestones and deadlines are accurate.
5. **Q&A and Next Steps (20 mins)**
  - Open floor for questions and clarifications.
  - Outline tasks for the next session.

**August 16, 2024 (Friday) - 3pm to 5pm**

**Focus: Prototype Process Implementation**

**Agenda:**

1. **Welcome and Objectives (10 mins)**
  - Recap of the previous session and today's objectives.
2. **Prototype Implementation (50 mins)**
  - Begin implementing the prototype process.
  - Ensure all team members are aligned.
3. **Initial Feedback (40 mins)**
  - Collect initial feedback on the prototype process.
  - Identify areas for immediate improvement.
4. **Q&A and Next Steps (20 mins)**
  - Open floor for questions and clarifications.
  - Outline tasks for the next session.

**August 23, 2024 (Friday) - 3pm to 5pm**

**Focus: Prototype Process Review and Refinement and Generate PPT for BOARD**

**Agenda:**

1. **Welcome and Objectives (10 mins)**
  - Recap of the previous session and today's objectives.
2. **Review Refine Prototype Process (50 mins)**
  - Review the implementation of the prototype process.
  - Discuss any issues or challenges encountered.
3. **PPT Creation (50 mins) – Preparation for BOARD Review**
  - Develop a PowerPoint presentation for the Board review.
  - Highlight key points from the reviewed documents.
4. **Q&A and Next Steps (10 mins)**
  - Open floor for questions and clarifications.
  - Outline next steps for broader deployment.