

# PROJECT PLAN

PROJECT NAME	Youth Empowerment Summit			PROJECT MANAGER	Elaine Stefanowicz
PROJECT DELIVERABLE	4-Hour Virtual Event for High School Youth with Disabilities				
SCOPE STATEMENT					
START DATE	August 1, 2025	END DATE	August 1, 2025	OVERALL PROGRESS	

No.	TASK NAME	ASSIGNED TO	START DATE	END DATE	DURATION in days	STATUS
1	Create Flyer with ESD Comms Team	Elaine		5/1/25		Complete
2	Add simplified agenda to Zoom registration & GCDE website	Elaine	5/1/25			
3	Determine if all subcommittee members will be able to attend event on August 1 <sup>st</sup>	Subcommittee Members	5/2/25			
4	Assign roles for program agenda	Subcommittee Members	5/2/25			
5	Create workgroup on how and where to share the event info (outreach). Elaine sends invite. Transition coord. ESD comms team. <b>Create short social media messages.</b> List of disability-related orgs. Will post on GCDE listserv. Send to Ish from WorkSource.	Subcommittee Members	5/2/25			
6	Create pre and post survey. Must be accessible.	Kristin & Subcommittee Members	5/2/25			
7	Add icebreaker to the agenda/timeline	Subcommittee Members	5/2/25			
8	Zoom Support for event.	Emily	5/2/25			Confirmed
9	Create event script and talking points	Subcommittee Members	5/2/25			
10	Confirm Sunshine Cheng as a speaker	Elaine				

11	Work with Rebecca Muchmore on talking points	Elaine				
12	Do practice run on program	Subcommittee Members				
13	Create backup for every role					
14	Is Kristin the emcee? Yes.					
15	Create outline for each topic					
16	Discussion prompts for youth					
17	Assign Breakout room discussion facilitators					
18	Secure ASL and CART captioning	Emily				Complete
19	Will there be handouts? If so, need by July 20 <sup>th</sup> .					
20	Ground rules for breakout room. Conduct agreement. Respectful conversation.					
21	Scope: creating an engaging event for youth with disability that teaches disability pride and leadership skills. Look at minutes for wording.					
22	Create PPT break slides. Featuring Superheroes with disabilities. Could we create a Zoom background? Zoom background when members speaking.					
23	Figure out what materials to send out before event. Communications with those who register. Reminder emails, fun activities. No activities is fine too.					

