

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	January 1, 2025	END DATE	August 1, 2025	OVERALL PROGRESS	

No.	TASK NAME	ASSIGNED TO	START DATE	END DATE
1	Create Flyer with ESD Comms Team	Elaine		5/1/25
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 st	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. Create short social media messages. List of disability-related orgs. Will post on GCDE listserv. Send to Ish from WorkSource.	Subcommittee Members	5/9/25	
6	Create pre and post survey. Must be accessible.	Kristin & Subcommittee Members	5/2/25	
7	Add icebreaker to the agenda/timeline. Intro and say what superhero you would be. Do in chat.	Subcommittee Members	5/2/25	
8	Zoom Support for event.	Emily	5/2/25	
9	Create event script and talking points. PowerPoint slides.	Subcommittee Members	5/2/25	
10	Confirm Sunshine Cheng as a speaker. Emailed Rep. Farivar 5/9/2025.	Elaine		
11	Work with Rebecca Muchmore on talking points	Elaine		
12	Do practice run on program: 7-14-25	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		
19	Will there be handouts? If so, need by July 20 th follow-up email with PPT and resources.			
20	Ground rules for breakout room. Conduct agreement. Respectful conversation. Sent DIN version on 5-9-25.			
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 breakout slides. Featuring Superheroes with disabilities. Could we create a Zoom background? Zoom background when members speaking.	Elaine will figure out how to do Copilot		
23	Figure out what materials to send out before event. Communications with those who register. Reminder emails, fun activities. No activities is fine too.			