Timeline	Activity	Tasks	Lead	Stakeholder Engagement
February 2020	Compile, refine, and prioritize use cases identified by stakeholders for application development	● Create list of already identified use cases ● Incorporate use case brainstorming into Advisory Committee and other stakeholder engagement activities ● Develop method (e.g. Advisory Committee discussion) and identify top 2-3 priority use cases for the region	Credential Engine	
March 2020	Send update to stakeholders that were involved in phase one of the project and announce phase two with advisory process	● Identify list of all stakeholders ● Draft email with updates - coordinate sending of email with Press Release and invite for a future meeting related to use cases ● For specific stakeholders - send targeted email for specific needs (Advisory Committee, systems, institutions, etc)	UNITE-LA	Stakeholders involved in Phase 1
March 2020	Formulate and Initiate Advisory Process	● Develop list of targets for each constituency: employers, credentialing institutions (focused on 2-years), end user representative groups, end users ● Outline Advisory Process ● Begin outreach	UNITE-LA	
March	Perform a gap analysis between what data can	● Review data that is available at	Credential	Chancellor's

2020	be best and most efficiently provided by local institutions themselves and what might come from state systems – i.e. the state community college chancellor's office, the state K-12 system, state office of apprenticeship, etc. This analysis will be based on Los Angeles' minimum data policy.	● the state system level and the local system level ● Map available data to the CTDL minimum data policy ● Identify other potential data sources ● Have conversations with institutions about what other data they have available, in what forms, and how they might publish it	Engine	Office, LACCD, individual institutions
March 2020 (& Ongoing)	Identify & begin developing necessary outreach materials	● Review materials already created by Credential Engine ● Update/create materials based anticipated need for a variety of stakeholders (Advisory Committee, education & training providers, etc)	Credential Engine & UNITE-LA	
Ongoing	As needed, host meetings that further explain the goals and value of credential data transparency for a variety of stakeholders, and ways to be involved.	● April 2020 - large meeting to reintroduce project, goals, and use cases ● Identify stakeholders and prioritize who to re-engage or newly engage with ● Identify talking points / value for variety of stakeholders ● Set up calls/meetings	Credential Engine & UNITE-LA	
April 2020	Develop minimum data policy for the Los Angeles region	● Develop min data policy draft based on data that is available and data that is needed to meet priority use cases ● Circulate to Advisory Committee for review & input ● Finalize based on feedback	Credential Engine	Advisory Committee
Ongoing	Continue developing outreach materials and hosting informational meetings.			

June 2020	Outreach, work plan development, publishing support for the state community college system to publish data currently available in their databases	• Develop plan for publishing data from the system • Develop publishing resources for Community Colleges with guidance for publishing • Begin meeting with community colleges to develop plans and provide TA for publishing additional data	Credential Engine	
	Ongoing updates and meetings with stakeholders, with a focus on publishing process and progress	• Send quarterly update to stakeholders	UNITE-LA	
August - Oct	Outreach and publishing support at the institutional level, to supplement the data that is published at the system level			
	Develop specifications for a user application based on the priority of use cases and end user(s)			
	Develop an RFP and selection process for application developers			
	Ongoing updates and meetings with stakeholders, with a focus on publishing process and progress			
Nov - Jan	Continued outreach and publishing support at the institutional level			
	Identify and work with selected application developer and stakeholders to design and develop an end user application			
	Identify community based organizations to test application			
	Ongoing updates and meetings with stakeholders, with a focus on application			

	development progress and availability of data for other uses			