Activity/Activities	Who to Include
• General introductory call	Anyone interested in learning more about Credential Engine and what a partnership might look like.
• Project kickoff call	Usually a larger group that includes staff from all agencies who will have any level of involvement in the project.
• Draft press release • Draft project summary for Credential Engine's website	Communications lead(s)
• Identify core project team • Establish date and time for regular check-ins with Credential Engine team	Core Project Team: usually a smaller group that includes staff from the lead agency or agencies who will be responsible for leading and executing the project. Core project team example - Alabama: • Nick Moore, **Education Policy Advisor and Coordinator,** Governor's Office of Education and Workforce Transformation • Robin McGill, **Director of Instruction and Special Projects**, Alabama Commission on Higher Education • Nikesha Ross, **Programmer**, Alabama Commission on Higher Education
• Draft work plan in collaboration with Credential Engine team • Identify publishing method(s)	Core project team
• Accounts and publishing overview	Core project team; anyone (e.g., programmers) who will be responsible for uploading data to the Credential Registry for publishing