

Award # 16-50-M09014

EdLab Group (*Designated SBDD / SBI entity for the State of Idaho*)

Quarter (Q)4-2012 Performance Progress Report

PPR\_SBI\_Project-Attachment\_Section-2\_Capacity-Building\_ID

## **Section 2**

***Describe your progress meeting each major activity/milestone approved in the Project Plan for this project; any challenges or obstacles encountered and mitigation strategies you have employed; planned major activities for the next quarter; and any additional project milestones or information.***

The following comprises activities toward completing the LinkIDAHO **capacity building** efforts carried over from Q3-2012:

### **Milestone 2: Develop and Deploy Initial Monitoring and Evaluation (M&E) Data Collection Tools**

**Objective 4:** Develop customized tools appropriate for regionally defined data collection needs.

This objective was eighty percent (80%) complete as of Q3-2012. Activities and accomplishments during Q4-2012 included finalizing the regional planning team (RPT) survey instrument for Region 6 and beginning work on the RPT survey instrument for Region 5.

Status: 90% complete. Region 5 survey instrument to be finalized in Q1-2013.

**Objective 5:** Conduct field training, as needed.

This objective was completed during Q3-2012. Ongoing training efforts, activities and accomplishments during Q4-2012 toward this objective included working with RPTs to get their individual survey projects going and answering any questions they had throughout the process.

Status: Complete. Additional training (via phone, email and/or in-person) will be conducted on an as-needed basis.

### **Milestone 3: Deliver First Interim M&E Report**

**Objective 1:** Assemble and analyze initial M&E results focusing on measures of progress such as inputs invested, activities conducted, processes implemented, output produced and initial outcomes achieved, if any.

This objective was partially completed in Q2-2012. Activities and accomplishments during Q4-2012 included writing the first M&E report and presenting it to the LinkIDAHO Broadband Advisory Team (LBAT) at their quarterly meeting.

Status: Ongoing.

**Objective 2:** Review results with Statewide Broadband Director, RPTs and other stakeholders via webinar.

Rather than using a webinar format, we determined it would be more effective to share the preliminary results of the M&E report in person with LinkIDAHO partners and stakeholders who attended the winter LBAT meeting in Boise. The report was well received, and valuable input was gained from LBAT members.

Status: Complete.

**Objective 3:** Finalize Interim M&E Report

Following receipt of feedback provided by LBAT members, the draft interim report was finalized during Q4-2012 and provided to project partners and key stakeholders.

Status: Complete.

The following comprises activities toward meeting the Q4-2012 LinkIDAHO **capacity building** efforts:

**Milestone 1: First State Broadband Summit**

**Objective 2:** Identify target audience and distribute invitations

Activities and accomplishments during Q4-2012 included identifying the target audience for the summit. We primarily focused on recruiting leaders from key sectors to attend. Outreach for the summit was conducted by LinkIDAHO staff and board members via web, email, phone and personal contact.

Status: Complete.

**Objective 3:** Conduct one-day Summit at appropriate venue

The broadband summit, held during Q4-2012, was a great success with 50 attendees. The Idaho National Laboratories, located in Idaho Falls, hosted the event. Twelve additional participants connected remotely to the event from Lewiston, Idaho. Panel presentations were provided by provider, education, economic development, health, public safety and library representatives. The presentations and notes from the event can be found on the LinkIDAHO website at [www.linkidaho.org](http://www.linkidaho.org).

Status: Complete.

**Objective 4:** Utilize input from summit to shape year 4 priorities for training and other capacity building

The LinkIDAHO team met to discuss results from the 2012 broadband summit and to apply lessons learned for planning the 2013 summit. A report on the summit was presented at the December LBAT meeting. At the March 2013 LBAT meeting, we will be discussing plans and priorities for the 2013 summit. The capacity building training plan was developed based on the involvement and questions of summit attendees and from input from the State Broadband Coordinator and LBAT.

Status: Ongoing

**Milestone 2: Identify Training Partner**

**Objective 1:** Assess training needs and identify capacity building training partner

During Q4-2012, project partners and key stakeholders discussed training needs of the LinkIDAHO program. It was determined that the State would benefit from training on how to make the greatest and most effective use of resources developed with State Broadband Initiative (SBI) funds for the LinkIDAHO program. It was also determined that utilizing the knowledge and skills of the program's current lead capacity building partner, VISIONTECH360, will provide the most economical solution and achieve the greatest results. The training responsibilities were added to VISIONTECH360's scope of work.

Status: Complete.

### **Efforts Planned for Q1-2013**

**Milestone 1:** Design initial broadband capacity building training content and delivery plan

**Objective 1:** Organize collaboration of Statewide Broadband Director and training partner VISIONTECH360 to create an initial capacity building training package to transfer the operational and maintenance of the planning tools to appropriate in-state entities to sustain broadband development.

**Objective 2:** Build content for initial training.

**Objective 3:** Assess online learning delivery platform options appropriate for Idaho delivery of training.

**Objective 4:** Create a customized training delivery platform, if necessary.

**Objective 5:** Field test an initial capacity building training offering.