

Priority Level (Red) = 1st priority (yellow) = 2nd priority (green) = 3rd priority	Item	Level of Change (Corporate, Regional, Outside)	Specific Person/ Role
● 1	Website Updates	Outside	PC girls?
● 1	Signatures on Emails	Regional	Supervisors
● 1	Website address	Outside	PC Girls?
	Documents and Templates ○ Parent handbook ○ ELCC contracts ○ Consent forms ○ Evaluation forms ○ PLPs (DEECD??) ○ Policies ○ PPT templates ○ Letter heads		
● 1		Corporate	admin?
● 1	Voicemails at Center	Regional	admin
● 1	Google Searches	Outside	PC Girls?
● 1	DEECD Handbook	Outside	
● 1	PLPs	Outside	
● 1	Service Agreements	Outside	
● 1	ELCCS (directors, educators)	Regional	Supervisors
● 1	Families	Regional	Directors
● 2	Email Addresses	Outside	PC Girls
● 2	Phone Book	Corporate	Beth?
● 2	Center signs (outside)	Regional	Admin/Director
	Corporate Accounts ○ Phone Company ○ Internet Company ○ Leases ○ Corporate Cards? ○ Electric Company ○ Payroll Companies ○ CRA ○ ADP		
● 2		Corporate	Beth
	Corporate Accounts ○ Zoom accounts ○ Adobe accounts ○ Teams		
● 2		Outside	PC Girls

●	2	Community Partners ○ Hospitals ○ Pediatricians ○ SLPs, OTs, Physio ○ Associations (SLP, APABA, personal contacts)	Regional	Directors/Supervisors
●	2	Family Resource Center	Regional	Director/Supervisors
●	2	Autism Resource Center	Regional	Director
●	2	Social Development	Corporate?	
●	2	Family and Early Childhood	Regional	Director
●	2	Schools/District	Regional	Director
●	3	Corporate Accounts ○ Sortly ○ Facebook ○ Indeed ○ Job banks	Corporate	Regional HR
●	3	Business Cards	Regional	Director
●	3	Promotional Materials ○ Banners, pamphlets for job fairs	Regional	admin/HR
●	3	Center décor (inside)	Regional	Admin/Director
●	3	Universities/Colleges for practicum and recruitment	Regional	HR
●	3	Terminology • Websites • Facebook • PLPs • Parent handbooks • Staff position titles • Documents • Consent forms • Policies • Training Documents • Practicing using updated languages • Job Postings	Corporate	Committee