MCWPP Smartsheet Workspace Documentation

The following document provides a description of the MCWPP Workspace in Smartsheets. The purpose of the workspace is to facilitate project tracking and coordination among partners. This Smartsheet workspace is only available to users with whom the link has been shared.

1 MCWPP Dashboard

The dashboard includes summary tables of various partnership metrics. Summary metrics currently include:

- Active Project Participants: All organizations listed in the Project List as either Project Leads or Collaborators.
- Project Funding Sources: Pie chart of estimated federal, state, and "other" contributions towards total funding. The project costs are currently invalid and meant only for demonstration purposes. Organizations should fill out the funding columns as that information becomes available. These numbers are calculated in the "Z_Dashboard Metrics" sheet.
- Funding Proportion by Initiative: Pie chart of estimated proportion of total funding per initiative. As above, the funding data is invalid and should be replaced with real or estimated numbers as that information becomes available. These numbers are calculated in the "Z_Dashboard Metrics" sheet.
- Number of Projects per Initiative: A simple count of projects per initiative. These numbers are calculated in the "Z_Dashboard Metrics" sheet.
- Project Timeline: This is a quarterly Gantt chart of all listed projects. Currently, there are a few projects with estimated start and end dates, however those are invalid as they were for demonstration purposes only. Project leads should add accurate timeframe information as available. Data for this dashboard chart is based on the "Z_Project Timeline Quarterly Gantt" report, which is drawn from the "2_Project List" sheet. Once the source information is accurate, this can be a helpful tool for project sequencing.

These existing "widgets" should update automatically as the source data updates. Additional widgets can be added to the dashboard by clicking the edit button and then the plus sign for "add widget." The MCWPP logo is clickable and will open the partnership's webpage.

2 Project List

This is the master sheet for all MCWPP project data. Rows 1:53 were taken directly from the original MCWPP project list in Smartsheet. Additional projects can be added by either adding a new row and inserting all relevant and known information, or by using the "Add New Projects Here" form. Column specific information:

- Data in the "Project Names" column was added by GSI, and should be reviewed by project leads and collaborators.
- Project Lead and Project Partner information can be added from the dropdown list. Organizations listed in the dropdown list are generated from the "5_MCWPP Partners" sheet. Dropdown list selections can be revised by editing the column properties (from drop-down list in the column header) and entering or removing names from the "Values" list.
- Imperative, Action, Bundle, and Priority columns are also enabled with dropdown lists. Dropdown data is sourced from the "4_Imperatives and Actions" sheet.
- All date and cost information is currently invalid and should be updated by project managers when real data becomes available.

We recommend continuing to use the dropdown list functionality where possible so that project data is standardized and can be easily rolled up into dashboard summary metrics.

3 MCWPP Projects *Original Table*

This is the original table that MCWPP partners created, retained here for reference but should not be used.

4 Imperatives and Actions

This table includes some of the basic information about Imperatives and Actions. Its function in the Smartsheet workspace is to populate dropdown lists in columns of the Project List related to imperatives and actions, and to provide a reference for looking up descriptions of the imperative and action numbers.

5 MCWPP Partners

This sheet includes all organizations currently listed as leads or collaborators on projects in the Project List. Additional partners can be added as needed. Please sort alphabetically so that reference dropdown lists are easier to navigate. Additionally, organizations should add their representative names and contact information and update as needed.

Z Dashboard Metrics

The purpose of this sheet is to calculate roll-up metrics to be used in the dashboard. Additional metric calculations can be added as needed.

Z Project Timeline Quarterly Gantt

This report summarized the "Approximate Start Date" and "Approximate End Date" columns in the "2_Project List" sheet. It is used for the Timeline widget on the dashboard. Project managers should update the referenced columns in the Project List sheet as information is available so that the dashboard Gantt timeline shows accurate information. Currently, the Gantt is formatted in quarterly windows.