

WiLS Project Management Estimate  
for additional WPLC Technology Steering Committees  
October 2021

**Core Services (\$4,300 - 48 hours @ \$89 rate)**

For both Backup Collaboration and Digitization Backup Collaboration Steering Committees

- Solicit and maintain membership
  - Facilitate annual process to affirm/add members
- Schedule, organize and facilitate meetings (8 quarterly meetings)
  - Prepare agendas, gather supporting materials from members
  - Attend and assist with facilitation of meetings
  - Take and disseminate notes
- Maintain tasks and deadlines
  - Develop to-do lists from meetings

**Additional Services (Approximately \$4,000-\$5,000)**

- Create additional materials for meetings as needed
- Follow up with and assist members to ensure completion of deliverables
- Create and maintain foundational documents
- Facilitate planning processes
- Create and maintain budgets
- Serve as fiscal agent
- Develop agreements
- Other projects determined by Steering