**ACTIVITY MATRIX INSTRUCTIONS**

**What you are being asked to do**

Thank you for helping us determine the most valuable products and features to include in the proposed multi-agency career, education and training exploration and planning system. Completing this information will take about 20 minutes.

You will be telling us, in your opinion, whether activities and characteristics of the proposed system are:

* “H” – a very high priority in your work with stakeholders **or**
* “M” – a medium priority – great to have but not necessarily essential
* Leave blank – the activity is not important to your work

**Understanding the spreadsheet**

The Activity Matrix is broken into two major areas:

1. User Interface Activities and Characteristics (beginning in row 12)
2. System/Technology Requirements (beginning in row 149)

**Categories of Activity and Summary of Activity** are listed in columns B and C respectively. You will find examples and more detailed description of the activities in columns H and I. These will help you make decisions about the activity’s importance to you.

In the context of the proposed system, the following definitions apply:

**Activity –** A guided unit of work that a user completes that contains information on why important, how to complete, and what should be learned from completion, regardless of from which agency, vendor or system the activity originates

**User Profile (portfolio) –** The online data collection of user demographics, artifacts, activity outcomes and supporting entity additions

**Journey Map (Personalized Plan) –** The system generated and/or professionally-modified series of activities suggested for a user based on their profile, designed to help them explore careers, jobs, education, training and financial assistance opportunities and plan for postsecondary attainment and career success

**Career Pathway Map** - graphics and content illustrating how a user mayprogress through education and training experiences to obtain employment for specific related careers within an industry.

**Instructions to complete the matrix**

1. Record your name, title and organization on the top right of the spreadsheet;
2. In row 4, column D, write in the specific program(s) or requirement name (such as ICAP), if any, for which you would use this product.
3. In row 5, column D, write in your primary users of this type of system, such as middle or high school, adult, foster youth, etc.
4. Starting in row 12, read the category and each activity summary. If desired, read additional detail in the “Examples…” and “More Detailed Description…” columns;
5. In the box corresponding to each activity and your program column, put an “H” for high priority or an “M” for medium priority (if the activity is not important, leave the box blank);
6. In the designated rightmost columns, add any favorite tool or system you would recommend as well as any shortcomings you currently experience for this activity, if any (Note: please include the specific tool name and the website or vendor that provides it)
7. Complete all entries for one program column for both the A and B areas;
8. Continue items 2 through 7 using column E for any additional programs if you are well-versed in that program’s requirements;
9. Is there an important activity we missed? Add in row 142, 143 or 144
10. Save your completed spreadsheet;
11. E-mail completed spreadsheet to Twyla.Esquibel@cic.state.co.us.

**We realize this is quite a bit of work, but your thoughtful responses are very valuable to ensure that the best activities, tools and features are considered for the cross-agency partnership product. We appreciate your work!**