

# My LRC+ Outreach Plan

## Legislator Communication, Feature Testing, and Training Schedule

### Terminology

**Legislator Update:** Monthly Newsletter sent to 105 Legislators

**Feature Testing and Feedback:** Interactive Test MyLRC+ provided to Legislator Tester Group;  
TestMyLRC.sdlegislature.gov

**Feedback Implementation:** LRC IT implements/fixes bugs discovered by Legislator Tester Group

**Go Live (Restricted):** Roll out latest feature to MyLRC+, only legislators with drafts for the 2020 session will have this URL; MyLRC.sdlegislature.gov

\*information added/edited from the URL will be actual 2020 Session information

**New Feature Preview:** Overview of features with screenshots or video provided to all 105 legislators; like “Show and Tell” (No interactive test environment)

**Go Live:** Roll out of MyLRC.sdlegislature.gov to all legislators; available as the MyLRC link on the LRC Website

### July

**Legislator Update:** Created new section; highlighting where they can look for things to come

#### 7/1/19 - MyLRC+ FEATURE PREVIEW

We are excited to announce that your legislative experience will soon be more interactive and efficient with the development of MyLRC+, an enhanced portal exclusively for lawmakers that will make it easier for you to conduct legislative business. You will receive a memo in the coming weeks with more details. Previews and updates will also appear in THIS SECTION of every Legislator Update. Interested in making MyLRC+ the best resource it can be for yourself and others? Legislators are needed to help test the portal during the development phase. Those interested in participating and providing input when testing begins in August should contact Hilary Carruthers, IT Support Specialist, by July 19.

**Letter to 105** – letter sent from leadership RE: New system

#### 7/17/19 – Letter sent via email and USPS from Leadership

## August

### **Legislator Update:** Highlight New Draft Requests

#### **8/1/19 - MyLRC+ FEATURE PREVIEW**

MyLRC+ will feature a new drafting portal. No need to sift through months of emails to find the latest update on your bill draft. The Requests list is a one-stop shop to see which LRC Staff member is working on your draft, where it is in the drafting process, and when it will be available to view the latest version of a completed draft.

For those already working with LRC staff on bill drafts this interim, this portal should be available starting in September. Be sure to watch for continuing updates on My LRC+ here in the Legislator Update.

In July you received both an email and a hard copy of the letter announcing the new MyLRC+ feature. The letter is attached to this Update for reference.

#### **Feature Testing and Feedback:**

Submitting New Draft Request	August 6 <sup>th</sup>
Collaborating with LRC Staff and others; Sponsoring	August 20 <sup>th</sup>

#### **Feedback Implementation:**

Submitting New Draft Request	August 6 <sup>th</sup> - 19 <sup>th</sup>
Collaborating with LRC Staff and others; Sponsoring	August 20 <sup>th</sup> -30 <sup>th</sup>

#### **Go Live (Restricted):**

Submitting New Draft Request	TBD
Collaborating with LRC Staff and others; Sponsoring	TBD

**E-Board Meeting** – “From initial request to introduction” live demo for Tech Subcommittee; Report to full board on training schedule and RSVP results. August 26<sup>th</sup>

## September

### **Legislator Update:** Highlight Sharing and Sponsoring Drafts; Just-in-Time Training

**Just-in-Time Training** - September, LRC Drafters will begin utilizing MyLRC+ to deliver requested drafts for the upcoming session. Legislators who have requested drafts will receive one-on-one training of the currently available Go Live (Restricted) features.

**Email to 105** – Send email from Hilary RE: RSVP for required training; no response follow up with phone call

#### **Feature Testing and Feedback:**

Introduction and Prime Sponsoring	TBD
Requesting/Drafting Amendments	TBD
Reviewing Amendments in Committee	TBD

#### **Feedback Implementation:**

Introduction and Prime Sponsoring	TBD
Requesting/Drafting Amendments	TBD
Reviewing Amendments in Committee	TBD

**Go Live (Restricted):**

Introduction and Prime Sponsoring	TBD
Requesting/Drafting Amendments	TBD
Reviewing Amendments in Committee	TBD

**New Feature Preview:** Communications with LRC Staff; drafts, comments, and attachments

**New Feature Preview:** Sharing and Sponsoring

**New Feature Preview:** Introduction and Prime Sponsoring

## October

**Legislator Update:** Sharing and Sponsoring; Introduction and Prime Sponsoring; Training Dates (Nov-Jan)

**Postcard** – Reminder of training the RSVP'd to with time, address, what to bring

**Feature Testing and Feedback:**

Bill Tracking (Updates)	TBD
Committee Dashboard/Committee Bill Tracking	TBD

**Feedback Implementation:**

Bill Tracking (Updates)	TBD
Committee Dashboard/Committee Bill Tracking	TBD

**Go Live (Restricted):**

Bill Tracking (Updates)	TBD
Committee Dashboard/Committee Bill Tracking	TBD

**New Feature Preview:** Amendments – Requesting and accessing during committee

**New Feature Preview:** Bill Tracking

**New Feature Preview:** Committee Dashboard/Committee Bill Tracking

## November

**Legislator Update:** Amendments; Committee Dashboard/Committee Bill Tracking; Bill Tracking; Training Dates

### **Required MyLRC+ Training**

**E-Board Meeting:** Report on feedback from legislators (and changes made to accommodate); Discuss Budget address training and Go Live details; Preview Chair training, session staff training, intern training, committee training at the chairs request.

**Letter to 105** – RE: Go Live Date and Expectations

## December

**Legislator Update:** Go Live Announcement; training dates; set up one-on-one training

### **Budget Address**

**Legislator Review Training** – Sections of the required broken out as sessions so legislators can pick and choose what they need review on; offering each session at least twice over the 2 days; Sessions “From initial request to introduction” offered 3 or 4 different times

## January

**Legislator Update:**

**First Day of Session – Tuesday, January 14<sup>th</sup>**

Additional Legislator Review Training, Intern Training, possible Committee Training