

Reboot Plus Project Work Plan

Project Duration: January 2022 - September 2023

Key Milestones		Timeline
1.	Project Initiation - Finalize Contract with FSC	January 2022
2.	Establish and sign off MOUs with Metro Vancouver project partners <ul style="list-style-type: none"> School Districts and Board(s) of Trade agreements in place 	Jan. – Feb. 2022
3.	Develop and Finalize Project Evaluation and Research Plan with FSC <ul style="list-style-type: none"> Submit application to Research Ethics Board / obtain approval 	Jan. – Mar. 2022
4.	Conduct national RFP process to identify three additional colleges / communities <ul style="list-style-type: none"> Three partner colleges / delivery sites selected Contracts established with delivery partners 	Feb. – May 2022
5.	Develop Program Guide to guide sub-contractors' implementation of project <ul style="list-style-type: none"> Substantive program curriculum package, schedule, and supporting materials finalized and provided to partner colleges 	Feb. – Aug. 2022
6.	Local (Metro Vancouver) Program Delivery – 9 cohorts <ul style="list-style-type: none"> Two face-to-face and one online cohort delivered – 156+ youth and 624+ professionals engaged in the program 3-months post-program participant monitoring and support for all cohorts 	Feb. 2022– June 2023
7.	Knowledge Mobilization <ul style="list-style-type: none"> Social media – original content and blog development, etc. for Boards of Trade, project partners and Community of Practice Participation and attendance at related conferences 	Feb. 2022 – Sept. 2023
8.	Train the Trainer Session for national partners <ul style="list-style-type: none"> Develop “Train the Trainer” materials Plan and deliver “Train the Trainer” sessions to partner Colleges 	May – Aug. 2022
9.	National Program Delivery – 6 cohorts (2 per college) <ul style="list-style-type: none"> Two cohorts per partner – one fall and winter session each 40+ youth and 160+ professionals engaged in the program per partner college Ongoing support, supervision, and monitoring of delivery of project by partners 	Sept. 2022 – June 2023
10.	Project Research and Evaluation <ul style="list-style-type: none"> Monitor and evaluate project as per Evaluation Plan – ongoing throughout project Summarize and conduct analysis of collected quantitative and qualitative data from all stakeholders: participants, partners and stakeholders, employers and professionals Develop and provide full project report describing the model, project effectiveness, outcomes including analysis, lessons-learned and scalability 	Feb. 2022 – Sept. 2023 June – Sept. 2023
11.	Metro Vancouver Employer Project Showcase Event <ul style="list-style-type: none"> Knowledge mobilization event for Metro Vancouver employers Delivered in partnership with Burnaby and Surrey Boards of Trade 	June 2023
12.	Project Reporting (Final) <ul style="list-style-type: none"> Develop and submit quarterly reports to FSC – throughout project Annual interim Report – Date TBD by FSC Develop and submit Final Report to FSC – September 2023 	June – Sept. 2023