

**Project assumes a start-date of April 1 2022 and end-date of September 2023**

| #  | Activity/Tasks  | Responsibility                    | Timeline                         | Deliverables/Milestones  |
|----|---|-----------------------------------|----------------------------------|--|
| 1  | <b>Initial Planning Tasks</b><br>(workplan adjustments, contracting, staffing)  | FPSC                              | April 1 2022<br>– May 30<br>2022 | Work Plan  |
| 2  | <b>Program Design</b><br>(workflow and execution adjustments)   | FPSC                              | April 1 2022<br>– May 30<br>2022 | Program workflow & platform adjustments  |
| 3  | <b>Evaluation/Monitoring Framework and Materials Development</b><br>(evaluation framework, assessment tools, data collection adjustments)             | DPM/FPSC                          | April 2022 –<br>June 2022        | Evaluation/monitoring framework adjustments  |
| 4  | <b>Modification/Rebranding of Recruitment Materials</b><br>(design, printing, kitting, shipping)  | FPSC                              | April 1 2022<br>– May 30<br>2022 | Recruitment materials adjustments - Skills Training Atlantic Canada to Skills Training Across Canada   |
| 5  | <b>Program Development - STAC Speaker Series</b><br>(workflow, contracting, content, staffing, materials)   | FPSC                              | April 2022 –<br>August 2023      | Deliver approx 12 - 1 hour "lunch and learn" type webinar series with materials. Audience: employers & supervisors   |
| 6  | <b>Program Development - Learning Management System/Employer Dashboard</b><br>(workflow, content development, contracting)                            | FPSC                              | April 2022 –<br>August 2022      | Curate additional learning streams <ul style="list-style-type: none"> <li>• Micro STAC (workplace essentials core courses + minimum choice electives)</li> <li>• STAC + (supervisor core courses + min 2 manager level electives)</li> <li>• Acahkos (SEL stream)</li> </ul> |
| 7  | <b>Recruitment Activities</b><br>(recruitment of approximately 20 employers, 150 supervisors, 100 Frontline workers, 50 new hires & seasonal workers) | FPSC<br>Employers                 | Apr 2022 –<br>Ongoing            | Program Registration and signed agreements.  |
| 8  | <b>Delivery of Skills Training Across Canada</b>  | FPSC<br>Employers                 | Sep 2022 –<br>Sep 2023           | Course completion by up to 300 workers and 20 employers  |
| 9  | <b>Delivery of STAC Speaker Series</b><br>(recruitment, topics, event management)   | FPSC<br>Organizations<br>Speakers | Sep 2022 –<br>Aug 2023           | Invitations and online delivery to 20 employers and 150 supervisors per each of approx. 12 events.   |
| 11 | <b>Evaluation and Monitoring</b><br>(data collection, outcome analyses, process analyses, reporting)  | FPSC                              | Ongoing to<br>Sep 2023           | Evaluation report, briefs, presentations   |
| 12 | <b>Knowledge Mobilization Activities</b><br>(speaker series, platform development, articles, videos)  | FPSC                              | Ongoing to<br>Sep 2023           | Various KMB products to include app & social learning platform   |