



PART 4 - PROJECT WORK PLAN AND BUDGET

1. Please submit a **one-page work plan** with key milestones and their timeline. **Do not** include detailed activities at this time. If your proposal is selected, we will work with you to develop a detailed work plan.

2. Please complete the project budget template provided to you as part of the application material.
 - a. Include only **new funding** associated with your new project and its additional scope. Please do not include the existing funding that is already part of your current funding agreement with FSC.
 - b. If applicable, identify new funding pending or confirmed for this project from other sources. **This funding should be included as in-kind contributions.** (Please note that funding from other federal sources cannot be counted towards in-kind contributions)

3. Please submit your work plan and budget by sending these files, along with this completed form, to targetedcall@fsc-ccf.ca.

4. You may use the space below to provide comments to accompany your work plan and/or budget.

It should be noted that in the case of the workplan for this extension, it is being proposed that there be 2 cohorts per employer. The current pilot project only allows for 1 cohort per employer.

In relation to the budget, the majority of in-kind contributions will come from existing team members funded by IRCC and as such, have not been included.

(100 words maximum)

PART 4 - PROJECT WORK PLAN

Pre-project start: Laying the foundation (June-Aug 2022)

- Consolidate learning and develop strategic program framework for CAIP 2.0: Embed and Sustain Success
- Identify the mechanisms and conditions needed to foster and facilitate active senior leadership and HR engagement
- Engage sectoral partner to mobilize coalition of employers ready and committed to make systemic and culture change

Project Start

Sept - Dec 2022

- Set-up project structure, define sectoral partner roles and accountabilities, hire and onboard project team
- Finalize strategic engagement program framework
 - o Senior leadership and HR engagement framework
 - Engagement strategy and tactics for the triad of executive sponsor, HR leader, DEI lead – capacity and skill build each to be able to deliver
 - o Employees and Manager Learning Program
 - o Develop the materials and training guides for the Train the trainer (T3) Program
- Prospect potential employer partners with partner - CivicAction

Jan – March 2023

- Onboarding and pilot new strategic framework with one employer
 - o Deliver learning program to 2 cohorts (10 employees and 5 performance managers per cohort)
 - 1st Cohort of immigrant professionals: TRIEC facilitates the entire framework and program while the employer internal team experiences and learns.
 - 2nd Cohort of immigrant professionals: Internal employer partner team delivers the program and TRIEC observes and coaches leading to 'embed and sustain'
- Track and assess impact of first CAIP pilot (where are the participants at 3, 6, 12 months after program completion)
- Begin to onboard next two employers

April – September 2023

- Engage two employers (stagger start one month apart at April and June)
 - o Deliver learning program to 2 cohorts (employees and performance managers)
 - 1st Cohort of immigrant professionals: TRIEC facilitates the entire framework and program while the employer internal team experiences and learns.
 - 2nd Cohort of immigrant professionals: Internal employer partner team delivers the program and TRIEC observes and coaches leading to 'embed and sustain'
- Evaluation & project wrap-up - (analyse quantitative and qualitative data,)

- Final report – outcome, impact, recommendations, and sustainability plan