

## Project Management & System Building

Deliverables:	Budget
<ul style="list-style-type: none"> <li>Project Plan and Budget (11/20/09)</li> <li>Detailed analysis and recommendations for accessing national and state funds (4/12/10)</li> <li>Toolkits: Career Support Evaluation, Career Pathways Evaluation, Employer Support Evaluation (4/30/10)</li> <li>Final Report and implementation plan (5/14/10)</li> </ul>	Labor -\$100,200 Other costs -\$37,500 Total - \$137,750
Responsibility	Duration
Ann Randazzo, Valerie Taylor, Kathy Mannes, Laura McCafferty, Lisa Richard, Beth Lehr, Linda Fowler	November 2, 2009 – May 14, 2010

## Work Plan

#	Tasks	Work Days	Start	Finish	Assignments
<b>Project Management &amp; System Building</b>			<b>11/02/2009</b>	<b>05/14/2010</b>	
<b>1</b>	<b>Map out project organization</b> - Includes management, partners, resources, staffing, technology requirements, communication methods, meetings required, and other pieces, as determined				
1a	Draft project documents	4	11/02/2009	11/20/2009	Valerie Taylor
1b	Oversight for entire project	18	11/02/2009	05/14/2010	Ann Randazzo
<b>2</b>	<b>Create assessment tools and guidebooks</b>				
2a	Research existing systems for use in tracking student outcomes, credentialing, hiring and assess gaps For implementation—how to track students, measurable goals for a one-year credential, etc.	5	11/24/2009	12/15/2009	Kathy Mannes
2b	Develop on-line evaluation tool	10	11/25/2009	12/16/2009	Chris Messer
<b>3</b>	<b>Conduct Project Advisory Council Meeting</b>				
3a	Identify & get commitment from Project Advisory Council members	1	11/02/2009	11/23/2009	Valerie Taylor
3b	Meeting prep, pre-work and agenda	1	11/12/2009	11/19/2009	Valerie Taylor
3c	Meeting planning	1	11/04/2009	11/24/2009	Kim Mullin
3d	Compile notes and team review	1	11/23/2009	11/25/2009	Valerie Taylor

#	Tasks	Work Days	Start	Finish	Assignments
4	<b>Develop Assessment toolkits for future use</b>				
4a	Write guidelines and toolkit for performing Career Support Evaluation	3	12/15/2009	02/26/2010	Laura McCafferty, Beth Lehr, Lisa Richard
4b	Write guidelines and toolkit for performing Career Pathways Evaluation	3	12/15/2009	04/09/2010	Laura McCafferty, Beth Lehr, Lisa Richard
4c	Write guidelines and toolkit for performing Employer Support evaluation	3	12/15/2009	03/31/2010	Laura McCafferty, Beth Lehr, Lisa Richard
5	<b>Provide technical assistance for the development of public tools, credentialing and finding and leveraging resources</b>				
5a	Perform a detailed analysis of national and state funding streams and available resources. Research US DOL, State DOL, NSF, DOE, DOEd, foundations and other state resources	6	11/25/2009	03/26/2010	Linda Fowler
5b	Document available resources for target audience for each participating state and national resources	2	03/01/2010	03/19/2010	Linda Fowler
5c	Develop recommendations for specific resources for each state to access for project implementation	2	03/22/2010	04/02/2010	Linda Fowler
5d	Draft resources section of final report	2	04/05/2010	04/12/2010	Linda Fowler
5e	Provide technical assistance to access resources. Meet with stakeholder groups (states, foundations, government agencies)	12.5	11/24/2009	04/29/2010	Linda Fowler
5f	Provide technical assistance for the development of tools and credentialing	12.5	11/25/2009	3/31/2010	TBD
6	<b>Develop and publish final report—GIE Pathways Assessment Report</b>				
6a	Compile team drafts for all phases	3	04/26/2010	05/03/2010	Laura McCafferty
6b	Editing/graphic design	2	05/04/2010	05/07/2010	Beth Lehr, Lisa Richard
6c	Publish and print final report		05/10/2010	05/14/2010	TBD
7	<b>Develop a project plan &amp; associated budget for all phases of project (including planning)</b>				

#	Tasks	Work Days	Start	Finish	Assignments
7a	Project Advisory Panel call (10:45am-12:15pm)		02/08/2010 2	02/08/2010	ALL
7b	Draft concept paper for Gates	2	02/01/2010	02/20/2010	Ann Randazzo, Valerie Taylor
7d	Draft Plan and budget	7	03/30/2010	04/29/2010	Valerie Taylor
<b>8</b>	<b>Conduct Project Advisory Council Meeting</b>				
8a	Meeting prep, pre-work and agenda	1	03/17/2010	03/31/2010	Valerie Taylor
8b	Meeting planning	1	03/17/2010	03/31/2010	Kim Mullin
8c	Participate in Meeting	1	03/31/2010	03/31/2010	ALL
8d	Follow-up/Compile notes and team review	1	03/31/2010	04/06/2010	Valerie Taylor

**Gates reporting milestones shown in red**

## GIE Outreach & Student Support

<b>Deliverables:</b>	<b>Budget</b>
<ul style="list-style-type: none"> <li>Documentation of best practices (1/29/2010)</li> <li>Gap analysis of nine states (2/4/2010)</li> <li>Selection of pipeline organizations(2/19/2010)</li> <li>Draft of GIE Career Support design and communication plan (2/26/2010)</li> </ul>	Labor -\$29,000 Other costs -\$5,000 Total - \$34,000
<b>Responsibility</b>	<b>Duration</b>
Valerie Taylor, Dorothy Wax	November 25, 2009 – February 26, 2010

## Work Plan

#	Tasks	Work Days	Start	Finish	Assignments
<b>GIE Outreach and Student Support</b>			<b>11/25/2009</b>	<b>02/26/2010</b>	
<b>1</b>	<b>Develop and conduct evaluation</b>				
1a	<b>Develop evaluation criteria and questions</b> <ul style="list-style-type: none"> <li>Research components of a model career coaching system</li> <li>Develop assessment questions for:               <ol style="list-style-type: none"> <li>1) demographics on target audience</li> <li>2) best communication channels &amp; outreach for target audience</li> <li>3) current advising &amp; coaching available by state for target population</li> <li>4) student outcome tracking systems</li> </ol> </li> </ul>	3	11/25/2009	12/4/2009	Dorothy Wax
1b	Identify sources of data for evaluation	3	12/1/2009	12/15/2009	Dorothy Wax
1c	Test and finalize on-line evaluation tool	2	12/15/2009	12/16/2009	Dorothy Wax
1d	<b>Conduct gap analysis for nine participating states and identify best in class examples</b>	5	12/17/2009	02/04/2010	Dorothy Wax
1e	Document results	3	01/11/2010	02/08/2010	Dorothy Wax
1f	<b>Draft report for each state evaluated</b>	3	01/25/2010	02/12/2010	Dorothy Wax
<b>2</b>	<b>Select pipeline organizations for partnership</b>				
2a	<b>Develop evaluation question for pipeline organizations</b>	.5	11/25/2009	12/04/2010	Valerie Taylor
2b	Research pipeline organizations (Job Corps, YouthBuild, etc.)	1.5	12/21/2009	01/25/2010	Valerie Taylor
2c	Identify key contacts and interview potential partners	2	01/26/2010	02/05/2010	Valerie Taylor
2d	<b>Draft recommendations for partnerships</b>	1	02/08/2010	02/19/2010	Valerie Taylor

#	Tasks	Work Days	Start	Finish	Assignments
<b>3</b>	<b>Develop outreach and support system including communication plan for targeted audience</b>				
3a	Research and document best practice models for providing career and education advising and on-line resources. Research different industries, different locations and different venue e.g. community colleges, one-stop centers, etc.	2	12/16/2009	01/29/2010	Dorothy Wax
3b	Draft design for GIE Career Support model and communication plan for Low Income Young Adults	3	02/01/2010	02/26/2010	Dorothy Wax

**Gates reporting milestones shown in red**

## Education Pathways & Stackable Credentials

Deliverables:	Budget
<ul style="list-style-type: none"> <li>Inventory of existing certificates and certification that match energy competencies (2/8/2010)</li> <li>Documentation of best practices in energy education (2/15/2010)</li> <li>Updated Energy Competency Model with existing certificates (2/15/2010)</li> <li>Gap analysis of nine states (2/22/2010)</li> <li>Design of Energy Credentialing Framework (3/26/2010)</li> <li>Draft of GIE Education Pathways and Stackable Credential design (4/9/2010)</li> </ul>	Labor -\$62,750 Other costs -\$20,000 Total - \$82,750
Responsibility	Duration
Jan Bray, Dana Berkheimer, Valerie Taylor, Kathy Mannes, Lisa Richard, Beth Lehr	November 25, 2009 – April 9, 2010

## Work Plan

#	Tasks	Work Days	Start	Finish	Assignments
<b>Education Pathways &amp; Stackable Credentials</b>			<b>11/25/2009</b>	<b>04/09/2010</b>	
1	<b>Develop and conduct evaluation</b>				
1a	<b>Develop evaluation criteria and questions:</b> <ol style="list-style-type: none"> <li>current state PS education system &amp; policies</li> <li>current energy education</li> <li>current certificates/credentialing processes</li> <li>potential supply of PS credentials &amp; qualified applicants</li> </ol>	3	11/25/2009	12/04/2009	Jan Bray
1b	Identify sources of data for evaluation	3	12/08/2009	12/15/2009	Jan Bray
1c	Test and finalize on-line evaluation tool	2	12/15/2009	12/16/2009	Jan Bray
1d	<b>Conduct gap analysis for nine participating states and identify best in class examples</b>	5	12/17/2009	02/15/2010	Jan Bray
1e	Document results	3	01/11/2010	02/17/2010	Jan Bray
1f	<b>Draft report for each state evaluated</b>	3	02/08/2010	02/22/2010	Jan Bray
2	<b>Perform gap analysis for job specific skill standards for selected positions</b>				
2a	Identify current available skill standards	3	11/25/2009	12/18/2009	Dana Berkheimer
2b	Match up skill standards from EEI & other organization to competency model	7.5	12/21/2009	01/22/2010	Jan Bray
2c	<b>Update Competency Model and add Tiers</b>				

#	Tasks	Work Days	Start	Finish	Assignments
	<b>6-8 for specific job categories</b>				
2d	Draft changes Add Tiers 6-8 with bullets	2	01/25/2010	02/05/2010	Dana Berkheimer
2e	Update competency model graphics and toolkit	2	02/08/2010	02/15/2010	Lisa Richard, Beth Lehr
3	<b>Perform a gap analysis for certificate programs that assess and test competencies</b>				
3a	Conduct inventory of existing certificate, certification and licensure that match competency requirements and map inventory to the competency model	3.75	12/14/2009	02/08/2010	Jan Bray
3b	Editing and graphic design	2	02/08/2010	02/15/2010	Lisa Richard, Beth Lehr
4	<b>Host Two-day Credentialing Framework Meeting in Washington, DC</b>				
4a	Meeting planning	2	01/04/2010	02/26/2010	Kim Mullin
4b	Research, meeting prep and pre-work development	2	01/18/2010	02/24/2010	Valerie Taylor
4c	Facilitate Meeting	2	02/25/2010	02/26/2010	Valerie Taylor
4d	Compile notes for team review	2	03/01/2010	03/05/2010	Valerie Taylor
5	<b>Develop credentialing framework</b>				
5a	Draft document, review with team, update	7.5	03/08/2010	03/18/2010	Valerie Taylor
5b	Editing, graphic design	2	03/19/2010	03/26/2010	Beth Lehr, Lisa Richard
6	<b>Select education institutions for partnership</b>				
6a	Analyze evaluation results for each state	1	02/23/2010	02/26/2010	Kathy Mannes
6b	Identify key contacts and interview potential partners	3	03/01/2010	03/12/2010	Kathy Mannes
6c	Draft recommendations for partnerships	1	3/8/2010	03/19/2010	Kathy Mannes
7	<b>Review/finalize GIE Education Pathways and Stackable Credential design</b>				
7a	Draft document	1	03/29/2010	04/02/2010	Valerie Taylor
7b	Editing, graphic design	2	04/02/2010	04/09/2010	Lisa Richard, Beth Lehr

Gates reporting milestones shown in red

## Employer Engagement & Resource Alignment

Deliverables:	Budget
<ul style="list-style-type: none"> <li>Documentation of best practices in employer support (2/12/2010)</li> <li>National and state supply and demand maps / reports (2/23/2010)</li> <li>Gap analysis of nine states (2/22/2010)</li> <li>State Consortia partnerships identified (3/22/2010)</li> <li>Draft of GIE Employer Support System design (3/29/2010)</li> </ul>	Labor -\$42,500 Other costs -\$3,000 Total - \$45,500
Responsibility	Duration
Dana Berkheimer, Hamilton Galloway	November 25, 2009 – March 29, 2010

## Work Plan

#	Tasks	Work Days	Start	Finish	Assignments
<b>Employer Engagement &amp; Resource Alignment</b>			<b>11/25/2009</b>	<b>03/29/2010</b>	
1	<b>Assess readiness of nine states for implementation of Pathways project</b>				
1a	<b>Develop evaluation criteria and questions</b> 1)readiness of state consortia 2)employment demand & hiring processes 3)state policies & barriers 4)state & employer resources & funding 5)current national/state grants	3	11/25/2009	12/04/2009	Dana Berkheimer
1b	Identify sources of data for evaluation	3	12/01/2009	12/15/2009	Dana Berkheimer
1c	Test and finalize on-line evaluation tool	2	12/15/2009	12/16/2009	Dana Berkheimer
1d	<b>Conduct evaluation and identify best practice examples</b>	5	12/17/2009	02/08/2010	Dana Berkheimer
1e	Document results	3	01/22/2010	02/12/2010	Dana Berkheimer
1f	<b>Draft report for each state evaluated</b>	3	02/08/2010	02/22/2010	Dana Berkheimer
2	<b>Develop national and state targeted employment supply and demand gap analysis</b>				
2a	Compile data	3	12/01/2009	01/15/2010	Hamilton Galloway
2b	Analyze results and draft report	2	01/18/2010	02/10/2010	Hamilton Galloway
2c	Create supply/demand maps	10	02/01/2010	02/23/2010	Hamilton Galloway



#	Tasks	Work Days	Start	Finish	Assignments
2d	Writing, editing, graphic design	1.5	02/11/2010	02/23/2010	Hamilton Galloway
3	<b>Select state consortia for partnership</b>				
3a	Analyze assessments and supply/demand data	1	02/24/2010	03/3/2010	Dana Berkheimer
3b	Identify key contacts & interview potential partners	2	03/4/2010	03/12/2010	Dana Berkheimer
3c	Draft recommendations for partnerships	1	03/15/2010	03/22/2010	Dana Berkheimer
4	<b>Develop employer support system design</b>				
4a	Analyze results & write up plan for employer support	3	03/23/2010	03/29/2010	Dana Berkheimer

**Gates reporting milestones shown in red**