



Town of Hinton Project Work Plan

Name of Project: Shared Living for Persons with Disabilities

Project Manager: Olga Uloth
Project Sponsor: FCSS

Start Date: May 2011 **Completion Date:** Oct 2011

Project Budget:

Project Purpose(s): To assess and identify needs in the community, form a Task Force interested in addressing the needs and developing the next steps to be taken in order for a Shared Living Facility to be available in Hinton.

Project Deliverables:

- Develop a comprehensive needs assessment for Hinton and area that demonstrates the need
- An Action Plan which will outline the next steps to move project forward
- Information from all stakeholders about how to successfully create this service and fill a service gap in the community

Success Measures:

Critical:

- Validate needs expressed by community both current and future
- Commitment from partners for implementation of next steps
- Development of an integrated approach for community groups, agencies and stakeholders

Desirable:

- Commitment and agreements from stakeholders, partners, funders and contractors
- A Shared Living facility for individuals and families in Hinton and surrounding areas

Project Scope

(Specific inclusions):

- Families in Hinton and area who are identified as already in need of this service or will need it within the next 4 years.
- Professionals from other helping agencies

(Specific exclusions):

- Not considering this as a municipal project

Project Risks and Impacts:

- The summer months are, at times, a difficult time to get a commitment from people to participate in a project outside of their own job descriptions (**commitment risk**)
- Families travel and tend not to be home over the summer (**timing risk**)
- Staff holidays can slow the info gathering process (**timing risk**)
- Lack of interest from potential partners/funders (**budget risk**)
- Create expectations that are possibly not achievable

Action Plan:

Major Activities	Responsible	Time Frames
1. Collect input from interagency and community	SFI Coordinator	May 2011 - July 14 2011
2. Gather a committed Task Force	SFI Coordinator	By July 14
3. Contact PDD and other agencies who work with housing and disabilities	Task force	By Aug 22
4. Contact contractors and major companies in the community to seek partnerships	Task force	By Sept 23
5. Coordinate partnerships between funders and stakeholders; submit all info collected as well as suggestions for next steps	Task Force	By Oct 1, 2011

****Include Communication Plan for project here, include both internal and external communications (target audience, key message(s), media type (press release, editorial, advertising, etc.), and release dates.

Project Status Reporting:

Reporting From	Reporting To	Subject	Time
1. SFI Coordinator	FCSS Manager	The process	As needed
2. Task Force	SFI Coordinator	The process, info gathered	Weekly and as needed

Submitted by (Project Manager):

Date: June 21, 2011

Authorized to Proceed by Project Sponsor:

Date:

Project Organization and Information Sheet

Key Project Stakeholders:

Role	Individuals and Responsibilities
Operators	
Users	
Other stakeholders	

Project Team:

Role	Individuals and Responsibilities
Project Sponsor	
Project Manager	
Steering Committee	
Working Team	
Contractors	

Project Information:

Project Account Code:

Project File Location: