

00:00:00.000 --> 00:00:00.460

Sarah Button

Hello.

00:00:01.330 --> 00:00:15.880

Sarah Button

Hello, this is a recording video of an overview of the work plan and timeline template for the stage. Two submissions for the getting started round of the housing supply challenge.

00:00:16.390 --> 00:00:26.950

Sarah Button

Uhm, these templates are available for download from your portal on the Impact Canada website, and this video is just to take you through.

00:00:27.350 --> 00:00:56.650

Sarah Button

Uhm, how the templates work effectively the the templates are part of the submission requirements in Section 4. That's the implementation plan and and what we're asking for for the work plan is a detailed work plan and timeline to implement the solution within the time frame of July 2020, second to March 2024. So additional guidance for for what to put in these boxes and how to complete the the work plan is is in the applicant guide.

00:00:57.320 --> 00:01:27.930

Sarah Button

I'll also direct you once again to Appendix D. That's where the form questions can be found. There's lots of extra guidance there, and there's also guidance in the template itself, but what I'm going to talk about in this video is primarily how the template works. You'll see that these templates are not locked. Our intent really is to provide you with a consistent format to follow, and there are some places where and and I'll mention them as we go along. You know you can override some of the dropdown menus and things like that. We want to give you as much flexibility as possible, but.

00:01:28.220 --> 00:01:39.950

Sarah Button

Give you an update some expectations in terms of what we expect in this submission. So I will share my screen and I will talk us through the work plan and timeline template.

00:01:45.210 --> 00:02:15.000

Sarah Button

So OK, so when you open the template you will see down here at the bottom that there are four tabs, instructions, work plan, timeline and drop down lists. So I'm going to I'm going to to take us through each one. This first one. Instructions is pretty self explanatory if you get stuck while you're working through this you can take a look back here and and we've explained in these boxes essentially what each of the fillable.

00:02:15.130 --> 00:02:16.400

Sarah Button

Fillable boxes is about.

00:02:17.600 --> 00:02:46.900

Sarah Button

So the activity number here we're just looking for a title or a brief description of the activity. The deliverable or milestone start date, end date for that activity, that type of activity. These are things you can populate from a drop down list and then a description or purpose of the activity in a summary of roles. So we expect that those will probably be fairly. That's where the that's where the meat of the the description will be in the of the work plan will be there, and then also description of what the deliverable or milestone.

00:02:46.960 --> 00:02:48.260

Sarah Button

Is if applicable so.

00:02:50.270 --> 00:03:19.660

Sarah Button

Just some notes there to help you follow along and then a couple of additional points to make. Is that the timeline tab? So that's the third tab here will actually be automatically populated based on the data that you enter into the work plan template, so you shouldn't have to make any changes to the Timeline tab, it will just auto populate and I'll show you what that looks like in a moment, but you can also add additional activities as required and I'll also show you show you how to do that to make sure that you're the formatting copies over so.

00:03:20.930 --> 00:03:37.680

Sarah Button

On the next tab, this is the work plan template and we've provided at the top a sort of sample. A very simple sample of how to complete those, so your activity title. This one just says example row and you'll see that in the in the timeline tab. So in that example row you would enter the.

00:03:37.730 --> 00:03:44.420

Sarah Button

Uhm, the title of of whatever that activity is. So here I just put project startup meetings. You're going to have to get rolling.

00:03:45.050 --> 00:03:45.620

Sarah Button

Uhm?

00:03:46.380 --> 00:03:51.460

Sarah Button

Next two are the start date and the end date. So in those you can enter those.

00:03:51.510 --> 00:03:56.540

Sarah Button

Uhm, we just need the month and the year. We don't need a particular day.

00:03:56.600 --> 00:04:05.880

Sarah Button

They come, you'll see in the timeline that they they are just rolled up by month, not by date, so it it doesn't need to be incredibly precise.

00:04:07.600 --> 00:04:26.840

Sarah Button

The type of activity this is our dropdown list, so when you click in that box, you'll see that there's a little arrow here you can click on that arrow and select activity deliverable or milestone. We've kept this fairly straightforward so there's not a lot of choices there, but you are also able to override that one. So if you click in the box.

00:04:27.590 --> 00:04:30.920

Sarah Button

And and you want to type in, let's say meetings.

00:04:32.330 --> 00:04:43.320

Sarah Button

It will give you a little popup select a type of activity from the list and if you press yes it will allow you to override and it will put meetings in that box for you.

00:04:44.690 --> 00:04:51.380

Sarah Button

Ideally, if you can keep it to the dropdownlist we're trying to keep this as streamlined as possible, but you can override it if you need to.

00:04:52.330 --> 00:05:08.830

Sarah Button

So in the description or purpose box, that's where like I said. You put your description of your activity. I've just provided one sentence here, but we expect that these will probably be longer. Summary of roles. Again, who is involved in that activity? Who from your team, or which organizations and things like that?

00:05:11.150 --> 00:05:40.720

Sarah Button

And then if there is a deliverable or milestone associated with that activity, you would enter that in the last box and so then you repeat that for all of the activities that are part of your work plan. So you may have another document in a different format. That is your work plan for you. But this is the format that we'd like to see it for the submission, so I'll show you what this looks like. So over on the timeline tab you will see your example row has auto populated, so it says example row, the title of that example row.

00:05:40.780 --> 00:06:11.990

Sarah Button

Is your project startup meetings? And remember when we did the override we said that there's you can type over that box so that will come up here on the type of activity box so meetings and then there is the timeline will get colored in in green. So I'm going to go back to the work Plan tab and I'll enter a second one here in the activity. The first activity row so you can see what the changes look like. So back here on the work plan template and this is really the. This is really the tab that you'll be primarily working in.

00:06:12.470 --> 00:06:15.000

Sarah Button

So I'm going to start here on activity one.

00:06:15.630 --> 00:06:19.880

Sarah Button

So I'm going to put a title in here, let's say activity one is public consultations.

00:06:22.520 --> 00:06:26.430

Sarah Button

And you're going to start those in August of 2022.

00:06:29.370 --> 00:06:34.280

Sarah Button

And that's probably going to carry on for about a year, so those are going to finish in August 2023.

00:06:37.450 --> 00:06:44.870

Sarah Button

And then these are. This is an activity, description or purpose is going to be design. Let's say design, thinking or people centered design.

00:06:53.820 --> 00:06:57.700

Sarah Button

Summary of roles. I'm just going to put team members in here as a placeholder.

00:06:59.190 --> 00:07:06.610

Sarah Button

And, uh, there is. Let's say there's a what we heard report associated with this. So the the deliverable here would be the what we heard report.

00:07:10.100 --> 00:07:21.430

Sarah Button

And so now I've populated activity one so when I go over to the timeline you will see how this shows up automatically on the Timeline tab. So on the Timeline tab we have activity one.

00:07:22.060 --> 00:07:32.120

Sarah Button

Public consultations this is an activity and it runs from August 2022 until August 2023. So as you fill in your activities here.

00:07:34.230 --> 00:07:55.910

Sarah Button

All of these your whole timeline will populate and you can add additional activities if you need to. So the way to do that I'm going to do it back on the work plan template. So if you say you get to the bottom of you filled up all of these 24 that we've provided, or these 20 excuse me 25 that we've provided. If you want to add more you can you select all of those, all of those those rows.

00:07:56.680 --> 00:07:59.900

Sarah Button

Copy them so right click copy.

00:08:00.750 --> 00:08:03.600

Sarah Button

Click down below. Click in this in the box below.

00:08:04.300 --> 00:08:05.010

Sarah Button

Right click.

00:08:05.880 --> 00:08:06.520

Sarah Button

And.

00:08:07.480 --> 00:08:08.080

Sarah Button

Paste

00:08:08.920 --> 00:08:26.780

Sarah Button

so then you just need to update this one activity 26 and all of the formatting should hold over. So to make sure that that lines up on the timeline. This is the only time that you would have to update the Timeline tab and you click over to the timeline and you'll see that it's already.

00:08:28.220 --> 00:08:30.610

Sarah Button

It's already added in here, so if you go.

00:08:31.280 --> 00:08:36.300

Sarah Button

Back to activity 26 will call this. Let's say project closure.

00:08:38.670 --> 00:08:45.420

Sarah Button

And this is going to start in April 2024 hours. Sorry whoops, start in.

00:08:46.320 --> 00:08:47.960

Sarah Button

February 2024.

00:08:49.240 --> 00:08:52.480

Sarah Button

And it's going to end in March 2024.

00:08:53.900 --> 00:08:56.950

Sarah Button

And then if we go back to the Timeline tab.

00:08:57.790 --> 00:09:10.440

Sarah Button

You'll see that activity 26 project closure, and it's just finishing up in at the end of the project in March 2024 or February 2024, so that is the.

00:09:11.310 --> 00:09:16.120

Sarah Button

Very brief overview of the work plan and timeline template.

00:09:16.410 --> 00:09:22.590

Sarah Button

Uhm, reminder that you will primarily be working in the work Plan tab.

00:09:22.920 --> 00:09:48.320

Sarah Button

Uhm, it's only if you start adding it many additional activities that you'll need to make sure that your timeline tab is staying up to date. But again, the templates are not locked. You can use these as as a as a basic format and you know if you if you need to add things. If you need to make them more complex, you're welcome to do so, but we we would like to see them in a format that is close to this so.

00:09:48.570 --> 00:09:49.070

Sarah Button

Uhm?

00:09:50.160 --> 00:10:06.890

Sarah Button

Final note, if when in doubt you can refer back to your instructions tab, which which has a little bit more you know has some details there in terms of what goes in each tab or sorry, what goes in each box and any questions you can direct them to Evergreen.

00:10:07.220 --> 00:10:18.050

Sarah Button

Uhm, and our team is always on call to support with anything that you might need as well. So that is everything and I'm going to make a second video for the budget template. Thank you.