



# On-demand Project Management Session

## Housing Supply Challenge – Northern Access Round Stage 2

Presented by the Evergreen Support Program team

# Séance de gestion de projet sur demande

Défi d'offre du logement – Cycle Accès Nord étape 2

l'équipe Evergreen du Programme de soutien aux demandeurs

# Project Management Session Purpose

- Provide an overview of key project management processes and tools.
- Help your team align your plans with the Northern Access Round Stage 2 Application requirements.
- Stimulate thoughtful reflections and give foresight on how to approach incubation activities and develop your implementation plan.
- Introduce teams to the project management basics so that you can build on them and refine your plans in subsequent workshops and one-on-one support sessions.

# Natasha Raey

## Project Management Consultant



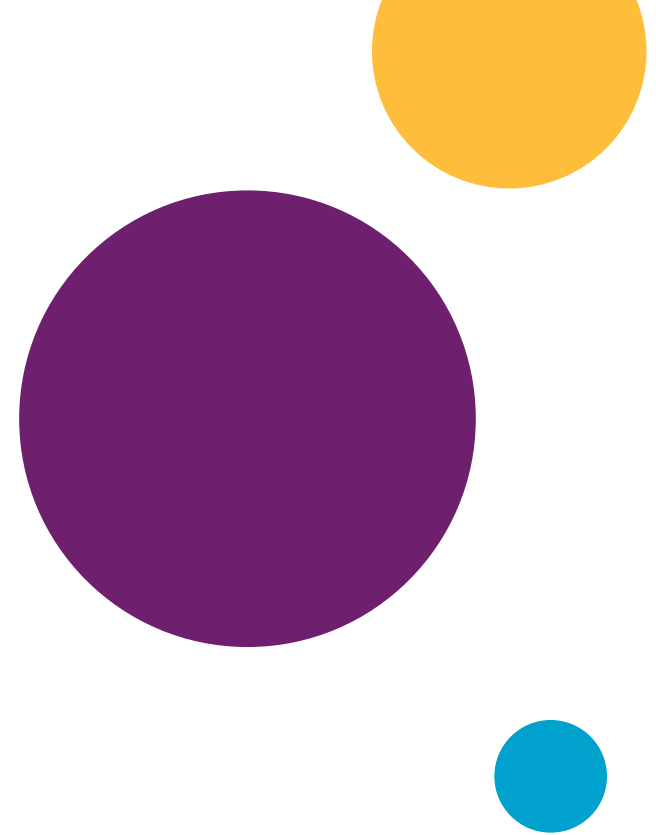
- Facilitator of today's Project Management Session
- 15+ years of Project Management experience
  - Non-profit organizations
  - Technology and wellness start-ups
- Entrepreneur
- Philanthropist & Co-founder of SheTalks Global



# Our Context

As part of section 3 of the Northern Access Stage 2 Application requirements, applicants will need to provide a fulsome workplan, comprehensive budget and risk assessment for their proposed solution(s).

*This session will show you how.*



# What is Project Management?

## Project Management Life Cycle



educba.com

# Project Phases

It's often easiest to think of your project in phases.  
With a 12-month project, it's best to split your phases into four quarters  
to keep your work coordinated and on track.

# Scope Creep

Throughout an entire project life cycle, scope creep is something that you will need to keep an eye on.

*Scope creep in project management refers to changes, continuous or uncontrolled growth in a project's scope, at any point after the project begins. This can occur when the scope of a project is not properly defined, documented, or controlled. It is generally considered harmful.*





# Template Overview – Logic Model Development



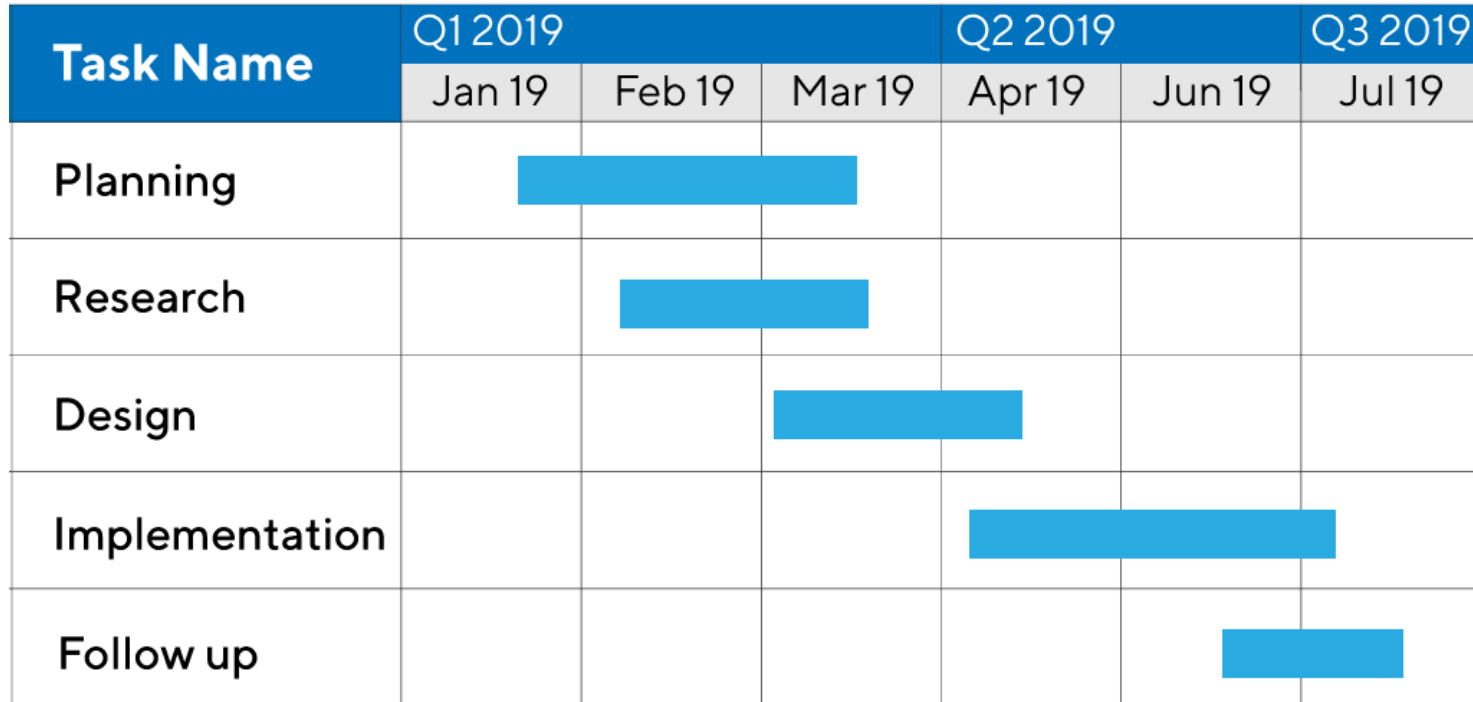
# Developing your Workplan

- A workplan is essentially a road map for reaching your projects goals.
- A comprehensive workplan will help you create a timeline and associated tasks for the activities you will need to carry out to achieve your projects objectives.



# Gantt Chart

Task Name	Q1 2019			Q2 2019		Q3 2019
	Jan 19	Feb 19	Mar 19	Apr 19	Jun 19	Jul 19
Planning						
Research						
Design						
Implementation						
Follow up						



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The Gantt chart is essentially a timeline that allows for a quick and easy way to see where you might have some busier months or quarters in your project, as it will show you where different activities will overlap on the timeline.

# The Workplan Brainstorm



- The purpose of your project
- Your project schedule
- Your project scope
- Project inputs / resources
- Risks

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# Using the CMHC Workplan Template

## Key Terms

- Activity
- Start Date
- End Date
- Description
- Roles
- Deliverables/ Milestones

# Template Overview – Workplan Template



# Project Coordination

Strong project coordination includes:

- A strong reporting and administrative cycle
- Defined and regular meeting frequency
- Regular project movement and budget data collection
- Regular reporting to measure project progress and expenditures

# Partnership Development

Refer to the Northern Access Round Stage 2 Applicant Guide:  
Appendix B (page 15):

It is important to note here, that as a part of the CMHC application process: *"Applicants must have fully formed partnerships and/or identified specific collaborators to fulfill the northern and remote participation requirement and be eligible for implementation funding."*



# Working with Partners



**Partner identification:** Who could you work with? And in which phase(s) of your project would these partners be best suited to work with you?



**Partnership Assessment:** Have you reached out to this partner? What level of commitment are they willing to offer your project?

# Working with Partners (contd.)



**The partnership checklist:** Utilize a checklist to help you see if this partnership is right for your needs.



**Set roles and set it in stone:** This is where you will use your discretion as an applicant. Does this partnership need a formal memorandum of understanding, or can you simply come together with a “handshake” to agree on your partnership?

# The Partnership Checklist



Carrying out an assessment  
of your proposed partner

# Budget Development

Project management budgeting is the action of determining the total funds that are allocated for a specific project.

The budget is usually estimated by the project manager along with the project management team and consists of all the projected costs for the upcoming project.

# Budget Development Tips

- What have you done in the past?
- Speak to experts
- Breaking down your budget into the activities you developed in your workplan
- Add contingency and taxes



# Budget Template Instructions

## Key Terms:

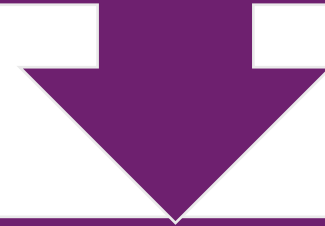
- Work Plan Elements
- Type of Cost
- Notes
- Quarterly cost boxes
- Salary and Administration rows
- Additional Contributions section

# Template Overview – Budget Development



# Project Implementation and Sustainability

Your teams will need to present a budget breakdown / plan for their implementation plan (Stage 2 Application, Sept. 2023) and discuss viability post-CMHC funding.



What will your implementation and sustainability plans look like?



# Implementation Plan

An implementation plan will move you beyond the 12-month application stage. This is where you will start putting your workplan into action.

It's also important at this phase to start thinking about ways to sustain your project after your funding cycle has completed.

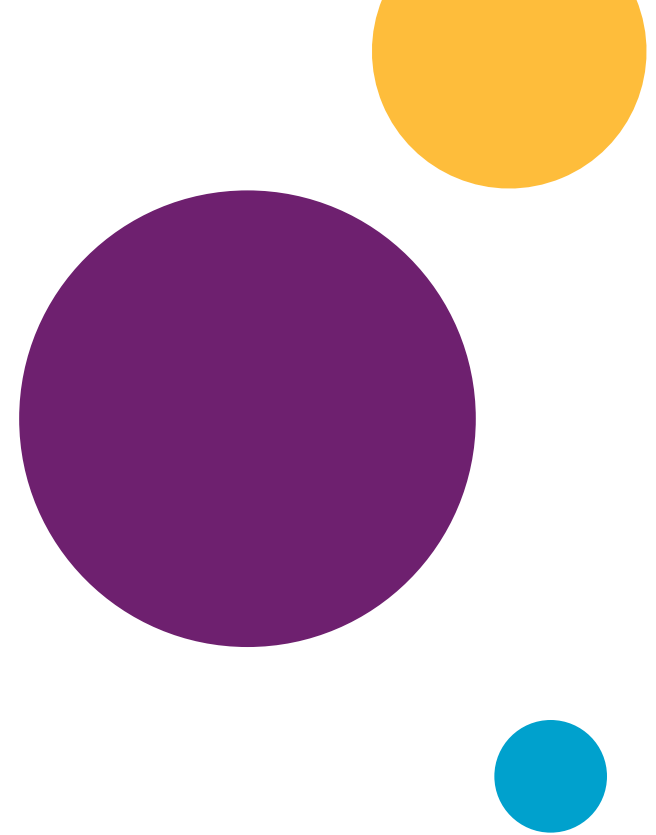
# Sustainability Planning

A sustainability plan describes the different aspects in which the project has to be sustained in the long run to still function.

The sustainability plan spells out how your project will survive in the long term and makes sure that resources spent on the project are not lost but can live on after the project funding is complete.

# Sustainability Planning Tips

Sustainability planning isn't easy. You need to figure out how you will keep the wheels moving on the project for years to come. While there isn't a quick fix for a sustainability plan, there are some tips that could help you with this piece of your project:



# Sustainability Planning Tips (contd.)



Sustainability is not just financial.



Include beneficiaries from the get-go in planning and implementation. Participatory methods can be very helpful for this.



Research external sources of funding or revenue generating activities for your project to keep itself running after the funding runs out.



Have a good monitoring and evaluation plan in place.



See if you can integrate your work into existing system that may be able to provide the support and infrastructure you need to keep your project going.

# The Risk Analysis

A risk analysis is a proven method for project success. As a project manager, you want to keep your finger on the pulse of issues that could arise that may affect your budget or ability to carry out various project activities.



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# Risk Analysis Steps

1

Identify risk inputs

2

Estimate the risk likelihood

3

Identify the risk drivers

4

Describe the potential impact of the risk

5

Develop a risk response plan

6

Develop a contingency plan

# Risk Analysis Steps: Step 1



# Risk Analysis Steps: Step 2





# Risk Likelihood

## 5x5 Risk Matrix

Severity →

	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Certain	5	10	15	20	25

↑  
Likelihood

# Risk Analysis Steps: Step 3



# Risk Analysis Steps: Step 4



# Risk Analysis Steps: Step 5



# Risk Analysis Steps: Step 6



# Using the Risk Analysis Template

## Key Terms:

- Types of risks/dependencies
- Detailed risk description
- Risk dependency/likelihood
- Mitigating activities, actions, or controls
- Risk rating

# Template Overview – Risk Analysis



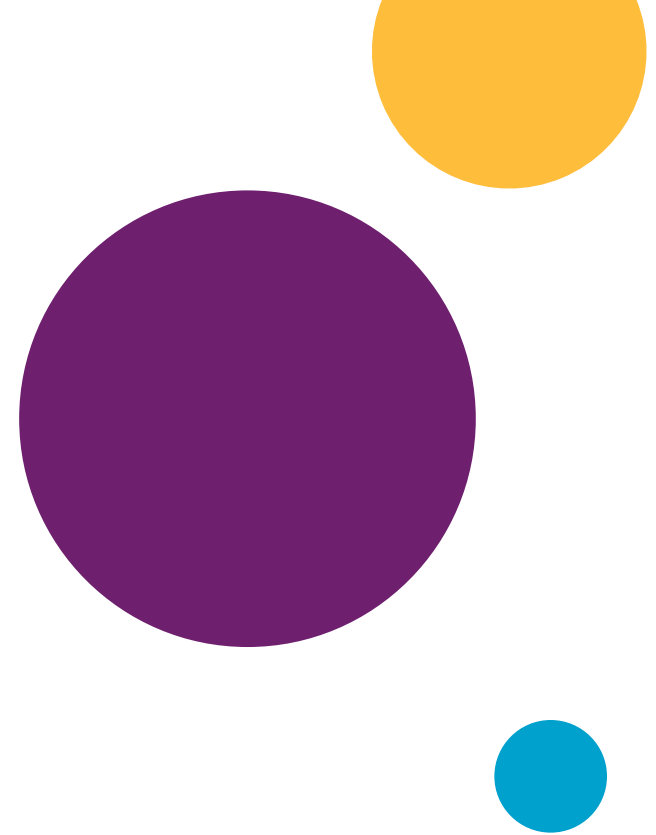
# Conclusion

- Start planning early; this will help you to foresee risks and develop mitigation and contingency plans before the the effects of the risk are felt.
- Templates are a key tool to plan out and track your projects
- Revisit your plans at a regular intervals to monitor status; adjust as necessary
- Check-in with your team members and partners regularly to ensure they are aware of status updates, risks, etc.
- Have fun!



# 1:1 Support Sessions

- Each team has access to 1:1 support with our advisors.
- Prior to your first 1:1 meeting, please:
  - Review and work on the templates from this session.
  - Note down any questions or areas where assistance is needed.
- Stay tuned! More information to come.





# Evergreen's Support Program

- Additional Stage 2 support activities
- Free of charge!
- Newsletter sign-up:
  - [HSC-DOLSupport3@evergreen.ca](mailto:HSC-DOLSupport3@evergreen.ca)
- Facebook page for shortlisted teams:
  - <https://www.facebook.com/groups/northernaccessroundstage2>
- Community Solutions Portal page for shortlisted teams:
  - <https://futurecitiescanada.ca/portal/resources/northern-access-round-stage-2/>

# Contact Us

✉ [hsc-dolsupport3@evergreen.ca](mailto:hsc-dolsupport3@evergreen.ca)

☎ (647) 670-2265

**For more info about the  
Housing Supply Challenge:**

**CMHC - National Housing Strategy**

[www.cmhc-schl.gc.ca/en/nhs/housing-supply-challenge](http://www.cmhc-schl.gc.ca/en/nhs/housing-supply-challenge)

**Impact Canada**

[www.impact.canada.ca/en/challenges/housing-supply-challenge](http://www.impact.canada.ca/en/challenges/housing-supply-challenge)

