

**Chesapeake Workforce Alliance
Workforce Scan
Timeline for Implementation**

Timeline for Chesapeake Workforce Alliance Workforce Scan	Complete by Date	Completed by Whom
<i>Phase One - Preparation</i>		
Grant Management Team meetings begin	7.23.01	All
Develop 2-3 page “public summary” of Grant	7.27.01	Gary
Identify tasks to be done under “dual-RFP” approach	7.27.01	Gary
Local Partners meet with DLLR to discuss CWA	8.03.01	CWA Directors
Susquehanna and Southern MD identify 5 th Skill Sector	8.03.01	Mary Lynn and Ellen
Coordination of Community Colleges for stakeholder conference (including videoconferencing capability)	8.31.01	Carolyn
Finalize consultant contracts	8.31.01	Gary
Local areas identify businesses to be visited	8.31.01	CWA Directors
Develop CWA Web Site and explore feasibility of incorporating on-line survey capabilities	8.31.01	BJ
Alliance Partners meet with Consultant for visitation, stakeholder meetings	9.15.01	All
Local partners submit list of stakeholders	9.15.01	CWA Directors
Invite Stakeholder participants	9.20.01	All
Analysis of businesses covered by all local area visits (for purposes of confirming statistical validity of “sample”)	9.30.01	Gary
Develop the draft business survey instrument for use at stakeholder conference	9.30.01	All, including both consultants
Conduct stakeholder conference	10.31.01	All
Development of individual partners’ collateral materials	10.31.01	All
Finalize Survey Instrument	11.15.01	All, including both consultants
<i>Phase Two – Begin Data Collection</i>		
Select mail-out sample	9.30.01	Survey Consultant
Begin direct mail campaign (including on-line response option)	10.15.01	Survey Consultant
Visitation Consultant meets with all possible interview team members to discuss strategies	10.15.01	Visitation Consultant
Develop “business visitation template”	10.31.01	All, including both consultants
Develop collateral materials that are consistent across areas (that will be sent prior to business visitations)	11.01.01	All
Schedule all business visitations	11.15.01	TBA
Conduct telephone follow-up to increase direct mail response rate	11.15.01	Survey Consultant
Develop on-line survey capability (may be done in phase one)	11.30.01	Pat C. / BJ
Identify statewide focus group participants	12.01.01	All
Schedule and coordinate statewide focus groups	2.01.02	Board
Business Visitation Begins – Area One	1.02.02	Interview Team 1
Business Visitation Ends – Area One	2.15.02	Interview Team 1
Business Visitation Begins – Area Two	3.01.02	Interview Team 2

Business Visitation Ends – Area Two	4.15.02	Interview Team 2
Business Visitation Begins – Area Three	5.01.02	Interview Team 3
Business Visitation Ends – Area Three	6.15.02	Interview Team 3
Business Visitation Begins – Area Four	7.01.02	Interview Team 4
Business Visitation Ends – Area Four	8.15.02	Interview Team 4
<i>Phase Three – Processing/Analyzing Data</i>		
Analyze data and submit draft reports (written, web, board meetings)	3.15.02	Survey Consultant
Produce Final Report of Data	10.01.02	Survey Consultant
Map potential Skill Alliance partners	10.15.02	All
Develop supplemental report of potential cross-state Skill Alliances	11.01.02	TBA
State Board and Local Boards begin to discuss results and incorporate into strategic plans	11.15.02	State and Local Boards
Recommend long-term sustainability options	11.15.02	All
“Close the loop” with businesses who participated in the program	11.15.02	All
Develop “how to” Guide for cross-workforce-area alliances,, particularly among rural areas	12.31.02	TBA
Train local area staff on the use of the e-Skills Portal	03.15.03	All + MSDE

*** Deliverables that fall on a weekend will be expected on the Friday before.