

**Joint Task Force  
On Improving Education and Employment for  
First Nations and Métis People**

**Project Work Plan**

**April, 2012**

| <b>Key Activity<br/>(A complete statement that includes a verb)</b>                       | <b>Deliverable<br/>(End product, or end result, of activities)</b>   | <b>Due Date /<br/>Timeframe</b>                                       | <b>Lead</b>                     | <b>Collaborating</b>             | <b>Risks<br/>(Obstacles that may impact your ability to perform the Key Activity)</b> |
|---|--|---|---------------------------------|----------------------------------|---|
| <b>1. Provide project planning and management services. Develop a Work Plan</b>           | Draft Work Plan completed with key activities, deliverables, due date-timeframe, lead, collaborators and risks.<br>Formal Work Plan completed and approved by JTF. | April 18, 2012<br><br>April 30, 2012                                  | Helen Horsman                   | Secretariat and Joint Task Force | None  |
| <b>2. Obtain expert advice from Elders</b>  | Ensure, where possible, that an Elder is present at all meetings and consultations.<br>Elder consultations are planned.  | On-going – at strategic points in the process                         | Secretariat                     | Joint Task Force                 | Availability of Elders.   |
| <b>3. Procure human resources. Accept advice from the Joint Task Force re: selections</b> | Consultants are in place to ensure the effective operation, completion and continuity of service throughout the project. Joint Task Force are well informed.       | April 5, 2012<br><br>On-going on an as needed basis.                  | Secretariat                     | Joint Task Force                 | Availability of qualified personnel.  |
| <b>4. Manage and account for Joint Task Force funds</b>                                   | Quarterly statements   | June 30,<br>September 30<br>December 31,<br>2012, &<br>March 31, 2013 | Secretariat<br>Joint Task Force | SELU                             | None  |
| <b>5. Complete quarterly financial statements and reports of services</b>                 | Final statements and reports completed and submitted to Senior   | June 30,<br>September 30  | Secretariat -<br>Financial      | Joint Task Force                 | None  |

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| provided  | Officials table through the Ministry of Advanced Education, Employment and Immigration (AEEI)  | December 31, 2012, & March 31, 2013   | Statements<br><br>Helen Horsman – Reports of services provided   |   |   |
| <p>6. <b>Develop a Research Plan:</b> Based on four target groups – Early Childhood, Elementary/Secondary, Post-Secondary, and Labour-Force Attachment. Includes:</p> <ul style="list-style-type: none"> <li>a. Seminal Documents</li> <li>b. Annotated Bibliography of research completed since 2002.</li> <li>c. Distilling recommendations of past reports</li> <li>d. Annotated bibliography of previous Task Forces</li> <li>e. Conduct research for the following two purposes: <ul style="list-style-type: none"> <li>• To guide primary, client-centred research, on an as needed basis, with First Nations and Métis people focusing on their experiences and ideas about education and employment.</li> <li>• To identify and describe “lighthouse” programs and practices now in existence.</li> </ul> </li> <li>f. Gap Analysis - Other new research as required</li> </ul> | <p>Draft Research Plan for Lighthouse projects completed.</p> <p>Draft Report<br/>Draft Report</p> <p>Draft report</p> <p>Draft Report</p> <p>Draft Report<br/>Final Report<br/>Draft Report</p> <p>Completion of research as needed</p> | <p>April 13, 2012</p> <p>April 27, 2012<br/>April 20, 2012</p> <p>April 20, 2012</p> <p>April 20, 2012</p> <p>Sept. 30, 2012<br/>October 15, 2012<br/>November 15, 2012</p> <p>On-going</p> | <p>Norm Dray</p> <p>a. Terry Myers<br/>b. Terry Myers</p> <p>c. Terry Myers</p> <p>d. Terry Myers</p> <p>e. Terrance Pelletier,<br/>Michael Cottrell</p> <p>f. Terrance Pelletier,<br/>Michael Cottrell,<br/>Terry Myers</p> | <p>Secretariat and Joint Task Force</p> | <p>None</p>   |
| <p>7. <b>Develop Communications Plans:</b></p> <ul style="list-style-type: none"> <li>a. Between Joint Task Force and Secretariat</li> <li>b. For Joint Task Force – Includes;</li> </ul>   | <p>Draft Plan<br/>Final Plan approved</p>  | <p>April 20, 2012<br/>May 4. 2012</p>   | <p>Helen Horsman</p>   | <p>Secretariat and Joint Task Force</p> | <p>None</p>   |

| Key Activity<br>(A complete statement that includes a verb)  | Deliverable<br>(End product, or end result, of activities)  | Due Date /<br>Timeframe   | Lead  | Collaborating  | Risks<br>(Obstacles that may impact your ability to perform the Key Activity) |
|--|---|---|---|--|---|
| 1) Media – with key messages<br>2) Web Site – LOGO, Pictures, bios<br>3) Managing feedback on Facebook And Twitter<br>4) Responding to requests for meetings<br>5) Execution of Joint Task Force mandate<br>6) Focus on asset building | Draft Plan<br>Final Plan approved<br>Draft Plan<br>Final Plan approved<br>Draft Plan<br>Final Plan approved<br>Draft overview of messaging<br>Final messaging<br>Draft overview of messaging<br>Final messaging | April 20, 2012<br>May 4, 2012<br>April 20, 2012<br>May 4, 2012<br>April 20, 2012<br>May 4, 2012<br>April 27, 2012<br>May 4, 2012<br>April 27, 2012<br>May 4, 2012 | Helen Horsman<br>Helen Horsman<br>Helen Horsman<br>Helen Horsman<br>Joint Task Force and<br>Communications Consultant | Secretariat and Joint Task Force<br>Secretariat and Joint Task Force<br>Secretariat and Joint Task Force<br>Secretariat and Joint Task Force<br>Secretariat<br>Secretariat | None<br>Time Constraints  |

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| 8. <b>Develop a Consultation Plan</b> based on the four target groups – Early Childhood, Elementary/Secondary, Post- Secondary, and Labour-Force Attachment. Includes:<br>a. Three Layers - Communities, Key stakeholders, & Target Groups<br>b. Key Questions<br>c. Methodology - Appreciative Inquiry, First Nations and Métis culture and ceremony and ways of knowing will be honoured<br>d. Youth Consultations<br>e. Formal – Joint Task Force and Secretariat<br>f. Informal – One JTF member and one from Secretariat<br>g. Extend consultations through | Draft Plan<br>Final Plan<br>Draft Report<br>Final Report<br>A schedule for public consultations and meetings with organizations is completed and approved.<br>Meeting are organized with individuals as approved by the Joint Task Force<br>A process is approved for | April 23, 2012<br>May 4, 2012<br>Sept. 30, 2012<br>Oct. 15, 2012<br>April 27, 2012<br>On-going<br>April 20, 2012 | SELU, Helen Horsman and Terry Myers<br>SELU Researchers<br>Chair, Members - Joint Task Force<br>Secretariat and Joint Task Force<br>Helen Horsman | Secretariat and Joint Task Force<br>Secretariat and Joint Task Force<br>Secretariat<br>Secretariat and Joint Task Force<br>Secretariat and Joint | Time constraints and availability of target groups. |
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| feedback on Web Site, Facebook and Twitter  | receiving, managing and responding as needed.  |   |   | Task Force                       |   |
| 9. <b>Identify evidence based public policy, programs and practical approaches</b> that have the greatest potential for positive impact on education and employment on-and off-reserve.   | Information is gathered and summarized throughout the consultation process. Focus remains on what's working and why. | On – going Draft – Oct. 31, 2012        | Terry Myers   | Secretariat and Joint Task Force | Completion of consultations may be delayed. |
| 10. <b>Identify policies, programs and practices</b> that are not having the desired impact and propose changes or elimination.   | Information is gathered and summarized throughout the consultation process.  | On –going Draft – Oct. 31, 2012         | Terry Myers   | Secretariat and Joint Task Force | Completion of consultations may be delayed. |
| 11. <b>Complete a Progress Report with Interim Findings and Directions</b><br>a. Identify recurring themes and begin initial costing and implementation schedule<br>b. Make recommendations for potential reallocation of spending.<br>c. Summary of Research<br>d. Lighthouse Programs | Report competed and submitted to Joint Task Force.   | November 15, 2012<br>September 15, 2012 | Helen Horsman,<br>and Terry Myer,<br>Financial Consultant | Secretariat and Joint Task Force | Completion of consultations may be delayed. |
| 12. <b>Complete financial and economic analysis</b> to inform Joint Task Force Report and recommendations   | Analysis are complete and submitted to the Joint Task Force  | December 15, 2012                       | Secretariat   | Joint Task Force                 | Timelines                                   |
| 13. <b>Complete a Final Report</b>  | Report is finalized and submitted to Senior Officials Table  | January 31, 2013                        | Secretariat   | Joint Task Force                 | Timelines                                   |
| 14. <b>Announce completion of Final Report</b>  | FSIN Youth Conference ???  | March ____, 2013<br>TBA                 | Joint Task Force  | Secretariat                      | Timelines                                   |