

Site Milestone Chart

Lead Organization _____

Lead Contact _____

This is intended for organizations to use as a planning and a monitoring tool. As a group, brainstorm all of the action steps that will be necessary for reaching each individual milestone. Type those action steps into the section corresponding to each milestone. You do not have to answer each separate question; the questions are there to trigger your thinking. If there are sections that are not applicable, please type in N/A and if there are any ideas that are not listed, feel free to include.

MILESTONES	Action Steps	Primary Person Responsible	Targeted Completion Date	Actual Completion Date	Intended SYSTEMS CHANGES	Intended PARTICIPANT OUTCOMES
VISION NARRATIVE Ask yourselves: <ul style="list-style-type: none"> • <i>What is the overarching goal of this project?</i> • <i>Where do you want to be in three years?</i> • <i>What will success look like?</i> 						

MILESTONES	Action Steps	Primary Person Responsible	Targeted Completion Date	Actual Completion Date	Intended SYSTEMS CHANGES	Intended PARTICIPANT OUTCOMES
<p>PARTNERSHIPS</p> <p>Established for this project</p> <p>Ask yourselves:</p> <ul style="list-style-type: none"> • <i>Which organizations will be necessary to get on board in order to accomplish this vision?</i> • <i>What are the roles for each partner?</i> • <i>Who will be the lead person from each organization?</i> • <i>Will they be given enough time to dedicate to this project?</i> • <i>What are the expected contributions from each partner?</i> • <i>How will you convene all these partners? How often? Where?</i> • <i>How will you establish methods for communication between and among all the partners?</i> 						

MILESTONES	Action Steps	Primary Person Responsible	Targeted Completion Date	Actual Completion Date	Intended SYSTEMS CHANGES	Intended PARTICIPANT OUTCOMES
<p>CAREER LADDER DEVELOPMENT</p> <p>Ask yourselves:</p> <ul style="list-style-type: none"> • <i>What gap are you trying to address?</i> • <i>Are there rungs that need to be added to the ladder?</i> • <i>What is the business case for this? Have you developed a career ladder with clearly identified pathways for advancement?</i> • <i>What competencies will be required?</i> • <i>What must the partners do to make this happen?</i> • <i>What rewards will employees get if they attain these competencies?</i> • <i>Will regulatory bodies need to change their credentialing/accreditation in order to accomplish this?</i> • <i>Have you developed a recruitment and assessment plan for initial cohort?</i> 						

MILESTONES	Action Steps	Primary Person Responsible	Targeted Completion Date	Actual Completion Date	Intended SYSTEMS CHANGES	Intended PARTICIPANT OUTCOMES
<p>WORK BASED LEARNING</p> <p>Ask yourselves:</p> <ul style="list-style-type: none"> • <i>What training programs need to be put into place to address the skill gaps identified?</i> <p>Some of these training programs will be traditional training in a classroom. Document them as Traditional Training.</p> <p>Then create a model for how you can train competencies by Work Based Learning methods. For example, identify specific competencies that employees can learn while performing their jobs.</p> <p>Ask yourselves:</p> <ul style="list-style-type: none"> • <i>How will you measure and document competencies taught and attained?</i> • <i>How will you reward employees for competencies attained?</i> • <i>Who will be the trainers?</i> • <i>What will be their role?</i> <p>Document all of this as Work Based Learning. Ask yourselves:</p> <ul style="list-style-type: none"> • <i>What is the timeframe for training to begin? End?</i> 						

MILESTONES	Action Steps	Primary Person Responsible	Targeted Completion Date	Actual Completion Date	Intended SYSTEMS CHANGES	Intended PARTICIPANT OUTCOMES
<p>EDUCATIONAL INSTITUTION Practices and Policies</p> <p>Ask yourselves:</p> <ul style="list-style-type: none"> • <i>What are the current educational requirements for the identified occupational group?</i> • <i>What is the current method of training?</i> • <i>What changes need to be made?</i> • <i>How will you incorporate both traditional and work-based learning?</i> • <i>Have you received agreement to grant academic credit for this?</i> • <i>Have you developed the curriculum?</i> • <i>Have you designed all the aspects of the training plan, including who the trainers/faculty will be, location of the training, schedule, etc.?</i> • <i>Have you sought to develop industry-wide recognized credentials for this new occupational group?</i> • <i>How will you assess effectiveness of this training?</i> 						

MILESTONES	Action Steps	Primary Person Responsible	Targeted Completion Date	Actual Completion Date	Intended SYSTEMS CHANGES	Intended PARTICIPANT OUTCOMES
<p>EMPLOYER ORGANIZATION Practices and Policies</p> <p>Ask yourselves:</p> <ul style="list-style-type: none"> • <i>Have you analyzed existing HR systems that impede or facilitate career advancement?</i> • <i>Once impediments are identified, have you itemized any changes that are needed to HR practices and policies?</i> • <i>Have you developed systems for supporting the career advancement of employees?</i> • <i>How will you train supervisors and reward them for supporting and engaging in the advancement of employees that report to them?</i> • <i>How and when will you implement those changes?</i> • <i>Have you developed a system to assess job satisfaction to see if there are improvements? Retention measures? Performance measures?</i> • <i>Have you created career advancement opportunities that are now transparent to the entire organization?</i> 						

MILESTONES	Action Steps	Primary Person Responsible	Targeted Completion Date	Actual Completion Date	Intended SYSTEMS CHANGES	Intended PARTICIPANT OUTCOMES
<p>REGULATORY BODY Practices and Policies</p> <p>Ask yourselves:</p> <ul style="list-style-type: none"> • Which regulatory body needs to be brought in? • How will you approach it? • What specific changes will you ask for? 						
<p>EMPLOYEE SUPPORTS</p> <p>Ask yourselves:</p> <ul style="list-style-type: none"> • Are the policies in place that will support the employees in their efforts to take advantage of this new advancement opportunity (e.g., release time)? • Are career coaches available to help employees plan their careers? • Do employees know how to access these opportunities? 						
<p>NEW HIRE PROCESS</p> <p>Ask yourselves:</p> <ul style="list-style-type: none"> • Are new employees assessed for their skills in both workplace and academic potential? • Are new employees oriented to all the career advancement opportunities available? 						

MILESTONES	Action Steps	Primary Person Responsible	Targeted Completion Date	Actual Completion Date	Intended SYSTEMS CHANGES	Intended PARTICIPANT OUTCOMES
<p>PROJECT MANAGEMENT CAPACITY</p> <p>Questions to ask yourselves to get to this:</p> <ul style="list-style-type: none"> • <i>Is there sufficient capacity to effectively manage this project?</i> • <i>How many FTE's have been committed to managing this?</i> • <i>Does the designated manager have the necessary commitment from above?</i> 						