

# VANCOUVER 2010 Operations Schedule

Draft Date: February 21, 2011		Colour Code:	Good	Requires Attention
Activities	Actions/Tasks	Start Date	End Date	
<b>Project</b>	<b>Concept Development</b>	Budget		28-Feb-11
		Identify Budget & Funding Sources		
		Develop Pilot Project Model & Processes		15-Mar-11
		Systems Development		
	<b>UTCs</b>	Develop draft financial tools & ITA framework	1-Dec-10	
		ITA info sheet for Agencies		18-Feb-11
		ITA info sheet for Riders		18-Feb-11
		Develop Registration Form		March
		Usage Estimate Calculator		March
		Information package and training video for "Intake Coordinators"		March
		Information package and video for riders and their caregivers		March
		Form letter recommending ITA holder seek professional advice		March
		Mock-up of monthly ITA Statement		March
		List of "Certified Age Professionals"		March
		Rider checklist		March
		Flowchart showing payment processing procedure		February
	<b>Template Tools</b>	Business Plan Template Final		March
		Financials Templates		March
		Business Plan Supplement		March

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<b>Pilot P</b>		Feasibility Tool Final		March
	<b>Participating Agencies</b>	Identify Potential Participants	January	February
		Create Short List of Pilot Participants		February
		Write Proposal		
		Draft Contract Terms		
		Refine Proposal & Negotiate Contract		
		Identify and monitor success measures		
	<b>Hub</b>	First Resource Hub services installed		May
	<b>Implementation</b>	First Pilot Project Begins	1-Jul-11	
		Secong Pilot Project Begins	1-Aug-11	
		Third Pilot Project Begins	1-Oct-11	
		Final Report		1-Jan-12
	<b>Legal</b>	Identify structure and content for all necessary legal agreements		March
		Draft Documents		21-Apr-11
		Completed Contracts with Agencies		15-Jun-11
	<b>Communi- cations</b>	Develop ongoing communications procedures		
		Develop STAR website for participants and public information		31-May-11
		Short Info Sheet for EDs ("Two Pager")	7-Feb-11	14-Feb-11
		<i>Define and prove benefits to agencies and users</i>		
		Develop written concept for software tools and explore potential partners		
		Identify success measures		
		Shortlist developers		

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<b>Software</b>	<b>Software Development</b>	Negotiate contract		
		Monitor success measures		
		Develop communications package for software usage		
	<b>Software Implementation</b>	Software Development begins	1-Apr-12	
		Pilot the Software		
Refine the Software				
<b>Agency Support</b>	<b>Lower Mainland Agencies</b>	Develop outreach strategy w/ targets and timelines (Outreach Marketing Plan)		11-Mar-11
		Initial meetings with Langely, Maple Ridge, North Van, West, Van, Burnaby, New West, Renfrew-		February
		Identify Pilot Participants		February
		Develop "Statement of Support" letters		
		List all Lower Mainland agencies (reliant on Bonnie Dobbs research)		May
		Provide regular updates to all interested agencies		
		Research and Report on Seniors Transportation Data Programs		7-Mar-11
		Prepare Data Report on participating agencies for sponsors, funders and partners		
	<b>Victoria Agencies</b>			
	<b>Rural BC Agencies</b>			
<b>ding</b>	<b>Strategy</b>	Develop Strategy & Budget		
		Identify potential sources with targets and timelines		
		Partnership Development		
		Grant Writing		

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<b>Project Fun</b>	<b>Investor 1</b>	Submission for funding		
	<b>Investor AB</b>			
	<b>Investor 5</b>	VanCity Investing application		
		Support for VanCity Proof of Concept		
	<b>Additional</b>			
<b>Partner Development</b>	<b>Strategy</b>	Develop Strategy		
		Identify Sector Allies		
		STAR Business Plan		
		Other tools		
	<b>Secretariat</b>	Revised budget and tasks to Lauren Syverson		
	<b>Non-Profit BCAA/ UWLPI Advisory Group</b>			
		Terms of Reference		
	<b>United Way</b>			
	<b>BCAA</b>			
	<b>ICBC</b>			
	<b>TransLink</b>			
<b>BC Transit</b>	Call with Wanda leRoux	March		
<b>ors</b>	<b>Concept Development</b>	Develop Strategy		
		Design sponsorship model for province wide corporate sponsors		
		Design sponsorship model for small independent businesses to support individual agencies		

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<b>Corporate Sponsors</b>		Develop Benefits Package with exposure statistics, association benefits, flexible models, etc.		
	<b>Pilot Project</b>	Identify Early Adopters		
		Early Relationships Established		30-Apr-11
		At least one Sponsor signs on to support the Pilot Projects		
	<b>Phase Two Supporters</b>	Identify potential sponsors		
		Prepare Benefits Package		
		Sign First Province-wide Sponsor for Ongoing Support		

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Urgent	Complete	Ongoing	Milestone							
Duration	% Complete	Frequency	Lead	February-11				March-11		
				7th	14th	21st	28th	7th	14th	21st
			Peter							
			Shirley & Allan							
			Peter							
	ongoing	?	Eliz							
			Chris.							
	draft		Eliz							
	draft		Eliz							
		low	Eliz							
		med	Eliz							
		this week	Eliz							
		this week	Eliz							
		low	Eliz							
		med	Eliz							
		low	Eliz							
		low	Eliz							
		med	Eliz							
	draft	high	Eliz							
		high	Eliz							
			Eliz							

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	draft	high	Eliz							
			Shirley & Peter							
			Shirley & Steve							
			Peter							
			Peter							
			Peter							
			Peter							
			Steve & Shirley							
	0%	med	Eliz & Steve							
	85%		Allan							

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		med	Elizabeth							
	90%		Shirley							
		monthly+ ?								
			Eliz							
			Shirley							
			Shirley							
			Shirley							



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			Shirley							
			Shirley							
			Peter							
			Shirley							
			Shirley							

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			Allan							
			Allan							









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