



Project Tasks and Timelines

2005 / 2006

Item	Objective	Partner(s) Responsible	Timeline
1.	Draft of contract between Life Steps and affiliate operations.	Virginia	October 2005
2.	Draft of competencies and best practices standards manual.	TCQM	May 2006
3.	Draft of operations manual—policies, procedures, criteria and guidelines for affiliates—HR, IT, accounting, development.	Awi, AJ, Chris, Sandy, Virginia	May 2006
4.	Training/performance plan for affiliates become operational.	support units/CEO	August 2005
5.	Conduct assessments of second tier management—program coordinators and prepare their TPP.	TCQM/managers	January 2006
6.	Implement TPP for second-tier management.	TCQM/managers	June 2006
7.	Complete budget projections and fiscal planning for each affiliated operation.	AJ/manager	July 2005
8.	Prepare core service units business plan.	support units	January 2006
9.	Prepare Life Steps overall business plan.	Virginia	February 2006
10.	Establish measurement systems to track, analyse and disseminate critical information.	support units	
11.	Draft guidelines for a reward/incentive program for partners.	HR/operations managers	
12.	Establish measurement systems to evaluate performance in a consistent manner for both business units and individual partners.	executive task force	
13.	Continue to develop and begin to implement policies, procedures, guidelines and criteria for affiliates to operate independently (increased autonomy).	executive task force	
14.	Establish a mechanism for frontliners to have proper representation in the transition process and operation of the organization.	Virginia	August 2005
15.	Engage a development professional.	Virginia	
16.	Develop and implement a development plan that focuses on fund-raising strategy and increased community visibility.	development professional	

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Item	Objective	Partner(s) Responsible	Timeline
17.	Re-evaluate the Life Steps brand for consistency and clarity of message.	development professional	June 2006
18.	Establish a functional communication structure between support services units and affiliates.	executive task force	June 2006
19.	Establish a functional networking structure between affiliates to foster dissemination of best practices and resource sharing.	executive task force	
20.	Implementation of the technology plan—transition to the selected network—SBC.	Chris	November 2005
21.	Proceed with the competency training process based on assessment of needs.	TCQM	current until June 2006 with re-assessment at that time
22.	Evaluate affiiates' ability to meet qualifying criteria in order to operate their business independently.	Virginia	June 2006