

Sample workplan

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Name of Applicant:	Town of Healthyville
Project Lead:	Jane Fields

If your project lead changes over the course of your project, please contact grants@bchealthycommunities.ca

Generally what do you think the steps are to complete this project?

Project Milestone	Brief Description	Date of Completion	Who is Responsible	BCHC Support Anticipated
Project Initiation and Relationship building	Reach out to and coordinate with project partners to confirm project plan and outline how we will work together	September	Kai Cabot	Connecting with other B.C. communities who have completed similar projects
Engagement and Communications Planning	Develop engagement objectives to meet with impacted group(s), strategies and communications tactics	October	Amina Merjem	Review of engagement plan and communications materials
Community Engagement	Host 4 virtual and 2 in person engagement sessions with partners and stakeholders to determine routes/locations for bench installation during the summer and winter snow removal.	1st 2 weeks of November	Angela Lee	Facilitation design / technical support
Share-back	Summarize (week 3 of Nov) and report back on engagement session info (week 4 of Nov)	Last 2 weeks of November	Ahmed Adin	None
Implementation Part 1 (Snow removal)	Determine snow removal companies/volunteers. Snow removal implementation (schedule for locations and snow clearers).	December - March	Esmā Davud	None
Part 2 (Bench purchase and installation)	Research bench installation companies (March). Source (April), purchase (May), receive benches (June) and install (July - August).	March - August	Jo Martin	None
Reporting	Create report	September	Stephen Wong	None

Dates may overlap and process may not be linear, we are just looking for general timelines.

We know this might change once the project gets going, just let us know who you think will do the bulk of the work.

For a list of in-kind support options see the application form, or application guide.