

TK'EMLÚPS TE SECWEPEMC

Comprehensive

Community

Plan

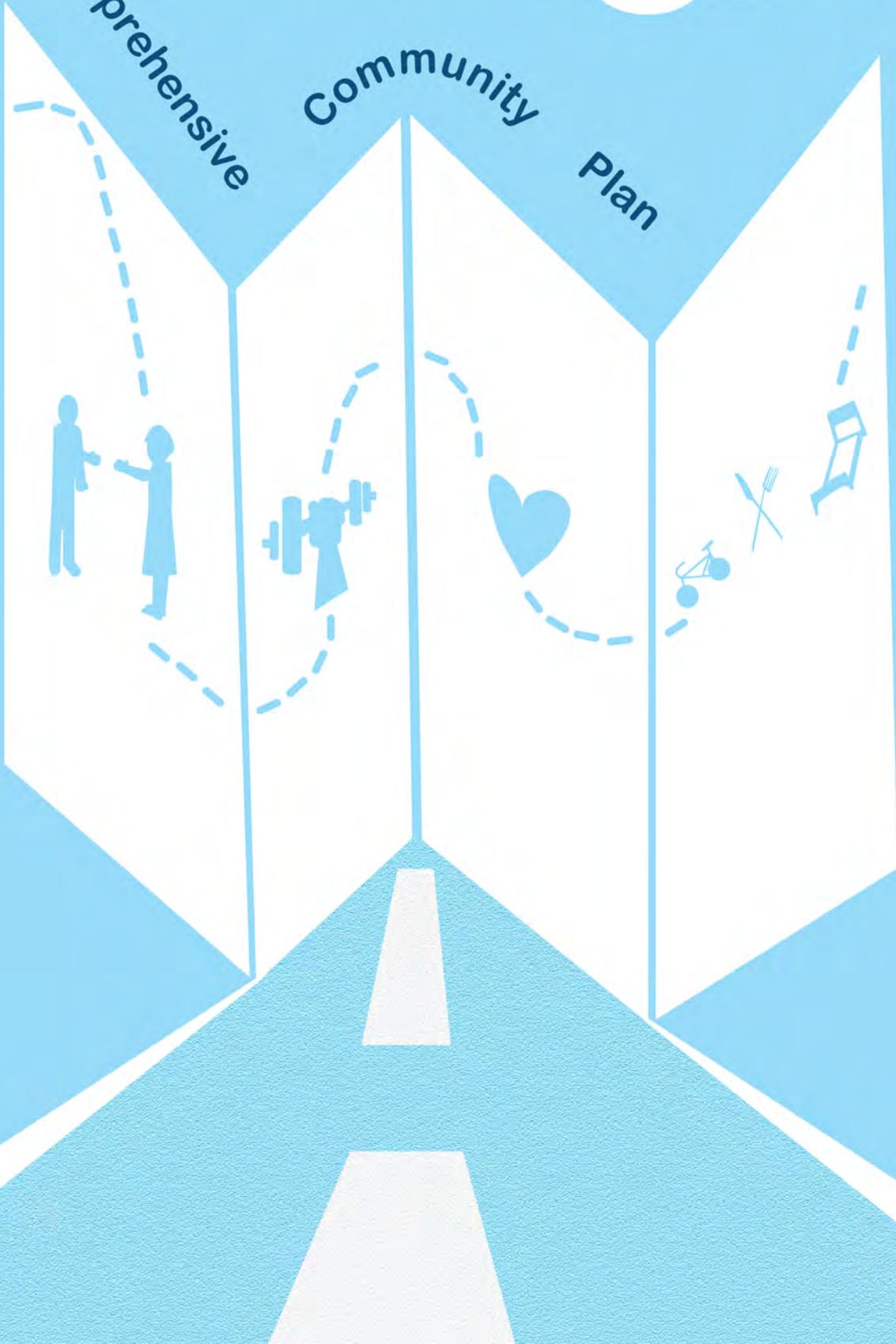


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IV. Implementation Plan

IN THIS SECTION:

- A. Overview**
- B. Community Ownership**
- C. Necessary Steps for Implementation**
 - *Step 1*
 - *Step 2*
 - *Step 3*
 - *Step 4*
 - *Step 5*
 - *Step 6*
 - *Step 7*
 - *Step 8*

A. Overview

This chapter elaborates on how to begin implementing the plan – moving the process from ideas into action. The TteS administration, including managers and staff, will be involved in coordinating the implementation of the goals. Chief and Council, with support from the membership, may oversee the implementation but delegate the day-to-day tasks to relevant departmental managers. Having the CCP goals overseen by a project manager is one of the most successful ways to get a project started and see it through to fruition.

A project manager can be a councillor, community or staff member, or anyone who has a passion for a project and the skills (or is prepared to acquire them) to make sure it succeeds.

There may be an expectation that there will be immediate benefits for the community or that positive projects will start right away. TteS acknowledges that it is very important to manage expectations in the early stages of implementation. TteS will work to immediately identify some quick-start projects which can be implemented while developing longer term projects.

B. Community Ownership

TteS understands that fostering a continued community ownership of the plan is necessary. The project manager will work with the community planning team, community members, staff and council to ensure that they stay engaged throughout the implementation of the plan through good communications, advisory committees and focus groups.

C. Implementation Steps

Step 1: Prioritize Actions (policies, programs and projects)

- TteS shall identify and consider what goals are reasonable to achieve with existing resources and relevant staff.
- Typical criteria for choosing priorities might be: impact, urgency, capacity, cost, risk and/or political support from community and Chief and Council.

Step 2: Identify Project Management Team

- TteS will identify and recruit a planning project manager and project management team. This ensures a widespread support for the project and facilitates the early involvement of community members and staff. It can also enable Chief and Council, departmental staff and administration to delegate some responsibilities for the projects.
- TteS will ensure there is sufficient capacity in the team to implement the project. In addition to the project manager and project management team, TteS may need to include consultants and/or grant writers. If the necessary capacity does not exist within the community, TteS may need to consider getting training or external support.

Step 3: Obtain Approvals & Establish Communications & Reporting Plans

- TteS will obtain all necessary approvals for the CCP project. TteS will work toward establishing good communications and reporting plans as well.
- TteS will start by getting a good understanding of the scope of the project and TteS acknowledges that starting this work early in the project provides a foundation for reports to community, administration and council. It also clarifies resources required, identifies gaps and can form the basis of funding proposals.
- Through this step, TteS will continue to communicate with membership about the plan and progress on implementation. TteS shall have a public space in the administration building where project progress can be displayed.

Step 4: Identify Potential Partners to Support the Project

- TteS shall identify and work with partners on projects as to share costs, leverage further funding, build capacity, strengthen results and balance the work load while sharing the benefits.
- TteS shall utilize interdepartmental collaboration to assist with the project and consider pooling resources.
- TteS shall consider external partnerships to see if neighbouring nations or bands may be interested in collaborating on projects. Governments, academic institutions, and/or non-profit organizations will also be sought out for relevant goals.

Step 5: Identify Funding and Other Resources

- TteS will do a complete analysis of all existing and necessary resources to complete the project, including financial and human resources.
- TteS shall research and seek external funding from outside agencies to offset financial costs for relevant projects.

Step 6: Create Work Plans, Budgets, Feasibility Studies & Business Plans

- shall conduct feasibility studies demonstrating that the project is going to work.
- TteS shall complete business plans demonstrating the project's financial viability.
- TteS shall utilize departmental managers to work with relevant staff to write work plans giving concrete details and time frames for activities right up to completion.
- TteS shall utilize budgets showing both project capital and operational costs.

Step 7: Project Management

- TteS acknowledges that large capital projects and multi-year programs will often need specialist project managers and consultants, as professional day-to-day management and monitoring of the project becomes crucial at this stage.
- TteS shall have regular progress meetings with the project management team, consultants and partners.
- The project manager and project management team shall focus on:
 - Cost control: keeping the project on budget and ensure that there is sufficient cash flow to pay bills promptly.
 - Timetable: ensuring relevant staff keep to the time frames that they have agreed to.
 - Project amendments: managing challenges (i.e. bad weather), delays (i.e. supply shortage) and unexpected costs.
 - Quality control: constantly monitoring the quality of the work.
 - Reporting: Creating up-to-date progress reports for the band (internal) and for partners and funders (external).

Step 8: Maximize Community Training, Mentorship, Capacity Building & Employment

- TteS shall see the CCP project as as an opportunity to build capacity, provide training and mentorship, and bring resources into the community, including employment.
- TteS shall partner with schools, colleges and universities to support individual members to achieve training and certification in the fields that would support its community to reach its goals.
- If external consultants or contractors are necessary, TteS shall mandate that they train, build capacity and offer employment opportunities for TteS membership in their work.
- When negotiating partnerships with companies, TteS shall request training, employment and contract opportunities.