

# WIRED Regional Implementation Plan

Facilitator's Guide

May 24, 2006

# Background and Plan Intent

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- **Background**

- By the end of May, each region will have officially launched its WIRED initiative.
- In the next phase, each region is being asked to develop a **Regional Implementation Plan**. If the Regional Team requests facilitation assistance or input from the ETA Resource Team (ETA Leads and Resource Team) as the plan is being created, the ETA lead will secure the assistance necessary from the Resource Team lead assigned to that particular region.

- **Plan Intent**

- To ensure clarity, consistency and accuracy, it is recommended that the Implementation Plan be the mechanism for the Regional WIRED team to use to communicate goals, define strategies, align resources, and measure performance and results over time. The WIRED Resource Team will use the Plan to track the Region's performance.
- Provide process and a document for regional stakeholders, partners, and the ETA Regional Team to align around the WIRED project.
- Serve as a baseline document that will provide an operational overview of project goals, initiatives, timelines, desired outcomes, and metrics.
- Assist in identifying the technical assistance necessary to implement a successful regional effort.
- The plans should be considered "living documents" that can be adjusted as the regional initiatives progress.

However, if regions wish to adjust their regional initiatives or budgets, in certain instances formal grant statements of work and budget modifications will need to be completed. Therefore, it will be important to stay in close touch with the ETA Team Lead and in particular the ETA Grant Officer so that they can examine the implications of these proposed adjustments.

# Creating the WIRED Implementation Plan

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The Implementation Plan for WIRED will be created by the WIRED Regional Team. If the Regional Team requests facilitation assistance or input from the ETA Resource Team (ETA Leads and Resource Team) as the plan is being created, the ETA lead will secure the assistance necessary from the Resource Team lead assigned to that particular region. Regional Implementation Plans should be detailed for the first 6-8 months, with realistic specificity for the balance of year one, and with available detail for years two and three. The plan should demonstrate the region's thinking about:

- the key goals in the WIRED transformation process
- how governance of the project will operate
- how each of the component parts of the project will be integrated
- the role of each partner in the delivery of specific activities under the grant
- the time schedule on which each of these activities will take place
- the performance metrics that will be used to measure results. **Please note that there will be a set of required measures in addition to those selected by the regions.**
- the nature and level of resources that will be allocated to the primary areas of investment of WIRED funds
- how the region will ensure the integration of education, workforce development and economic development systems
- the highest priority areas of technical assistance

# Implementation Plan Approach and Elements

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- Complete plan in 30-45 days from the date that the Regional team receives the Plan Overview and this Guide
- If assistance with development of plan or input is needed from ETA Lead or Resource Team lead, request should be made to ETA Lead
- Plan should reflect the input from a broad range of WIRED program partners. Regions are encouraged to use the plan development process as an opportunity to engage regional partners.
- The first WIRED Academy June 12-13 can provide an opportunity for regions to develop components of their plans.
- Submit to ETA Lead when complete. Six main plan components
  - Executive Summary
  - Regional Goal(s), Strategies and Activities
  - Governance (Including Organization Chart)
  - Operations
  - Budget Allocations and Fiscal Management
  - Requested Advanced Technical Assistance (Including Timeframe of Need)
- A Plan Overview (separate document attached) and this Guide have been developed to assist regions in completing the plan:
  - This Guide includes discussion and probing questions designed to stimulate discussion on key content areas of the plan.
  - This Guide is to be used for notes by the facilitator and participants; information generated in discussions would then be incorporated into the written plan itself as described in the Plan Overview.

# WIRED Goals Matrix

The Regional Implementation Plan should specify and describe the 3-5 primary goals of the WIRED regional effort. An overarching goal for the national WIRED initiative is to spur transformation through the integration of education, workforce and economic development systems. Each region should address how this transformation will take place through its strategies and activities. In addition, regions should specify how their overall WIRED initiative will lead to sustainable changes in the industries and workforce development issues they have chosen to focus on. The matrix below should be completed for each of the WIRED goals during the discussion.

## Goal 1: (describe)

Key Strategies	Activities	Responsible Parties	Timeframes/ Milestones	Resources Needed	Desired Outcomes/ Metrics

Notes:

# WIRED Goals and Strategies

In preparing the Regional Implementation Plan, the following questions may prompt discussion around the transformational nature of **WIRED Goals and Strategies**.

	Notes
<ul style="list-style-type: none"> <li>• What specific problem(s) are we solving?</li> <li>• What specific opportunity (ies) are we going after?</li> <li>• How much can be accomplished in the three-year timeframe of the WIRED grant?</li> </ul>	
<ul style="list-style-type: none"> <li>• What are the 3-5 transformational ideas that are driving our thinking?</li> <li>• Which of these are actionable by our regional team?</li> </ul>	
<ul style="list-style-type: none"> <li>• What are the 5-7 barriers that stand in the way of achieving our transformational goals?</li> <li>• Given these barriers, what strategies can we employ to overcome them?</li> </ul>	
<ul style="list-style-type: none"> <li>• What will look different in three years?</li> <li>• What would success look like?</li> <li>• If we accomplish transformation, what would be materially different?</li> </ul>	
<ul style="list-style-type: none"> <li>• Are the strategies we are considering innovative? Are we looking at goals in new ways?</li> <li>• What is the Value Proposition—the benefits to each of the organizations participating in WIRED?</li> </ul>	

# WIRED Governance

The questions below are for discussion regarding **WIRED Project Governance**. This discussion will help to clarify answers to the section of the plan that deals with governance including organization charts, roles and responsibilities of participating organizations/partners, agreements between partners and governing organization, internal controls and information on decision making authority and approach, organizational documents (e.g., charter, operating principles).

Discussion Questions	Notes
<ul style="list-style-type: none"><li>• Will the current organizational structure enable us to function in a way that allows us to achieve our goals?</li><li>• Are the roles and responsibilities clear – internally and externally – for our organization?</li></ul>	
<ul style="list-style-type: none"><li>• What is the process for making decisions in key areas like:<ul style="list-style-type: none"><li>–Strategy</li><li>–Programs</li><li>–Resource Allocation</li><li>–Leveraging other funding</li><li>–Interventions/course corrections</li></ul></li></ul>	
<ul style="list-style-type: none"><li>• What documents describe our governance – charter, operating principles, etc?</li><li>• What provisions are in place for appealing decisions, for dispute resolution?</li></ul>	

# WIRED Project Operations

The questions below are to stimulate a discussion about **WIRED Project Operations**. It might include how the project will be managed, including any specific operating plans that have been created or are under development; calendar of key regional events, activities, website links, and identification of any tools that the region anticipates using (e.g., Microsoft Project). It will also stimulate discussion of how the region plans to ensure the sustainability of the initiative after WIRED funding ends.

Discussion Questions	Notes
<ul style="list-style-type: none"> <li>• What is the plan for internal communications – sharing information among partners, linking elements of the plan, reporting, etc.?</li> </ul>	
<ul style="list-style-type: none"> <li>• What is our external communications plan – broader regional interests, the average citizen, media?</li> <li>• What tools are we using to manage the WIRED project? Are there systems in place for monitoring timelines/ progress toward achieving goals?</li> </ul>	
<ul style="list-style-type: none"> <li>• What plans are we making now to augment the \$15mm from ETA/DOL? Who else do we need at the table?</li> <li>• How do we ensure sustainability of this initiative after the WIRED grant ends?</li> </ul>	

# WIRED Budget & Fiscal Management

This section is to help frame a discussion of **WIRED Budget and Fiscal Management**. It should stimulate discussion about alignment of budget to goals and potential adjustments to budget, leveraged funds, and policies and procedures to manage the contractual aspects of the WIRED initiative .

Discussion Questions	Notes
<ul style="list-style-type: none"><li>• How well aligned is the updated budget with the prioritized goals?</li><li>• Are the funds allocated to the activities that will be the most impactful in regional transformation?</li></ul>	
<ul style="list-style-type: none"><li>• Have changes or refinements been considered for the allocation of funds? If so, please note that if regions wish to make adjustments, in certain instances formal grant statements of work and budget modifications will need to be completed, so the ETA Team Lead and the ETA Grant Officer will need to examine the implications of these changes.</li></ul>	

# WIRED Budget & Fiscal Management (cont.)

This continues the discussion of **WIRED Budget and Fiscal Management..**

Discussion Questions	Notes
<ul style="list-style-type: none"><li>• How broadly have leveraged funds been identified? Have new sources been identified as part of this process?</li></ul>	
<ul style="list-style-type: none"><li>• What policies and procedures have been put in place – or are in the works – to manage contractual elements of WIRED operations?</li></ul>	
What systems are we using to manage the financial aspects of the project -- e.g., tracking leveraged dollars, other commitments? How will contracts be managed?	

# WIRED Technical Assistance/Resources

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This section summarizes the region's priorities and needs for technical assistance and resources.

WIRED Goal Area	Assistance or Resources Requested