



APPENDIX E PROJECT PLAN

2022 Child Care Employer Incentive

Organization: XYZ Company		Project Name: Project XYZ Child Care		
Project Contact: John Smith		Email: Johnsmith@XYZ.com		Phone: 515-208-7901
Project Timeline: September 2022 – December 2024		Project Cost: 5,000,000		Requested Dollars: 2,500,000
Describe Unmet Need: XYZ employees cannot secure consistent child care which results in high employee turnover and increased employee absences ultimately resulting in a high turnover cost and decreased production.				
Project Goal(s): Provide a minimum of 20 XYZ employees with access to consistent, quality child care for their children by partnering with ABC Child Care to build and staff an ABC Child Care satellite location near XYZ Company by December, 2024.				
Significant Collaborative Partners (list name and role): XYZ Company – Project lead; ABC Child Care – Child Care subject expert and partner; Iowa Women’s Foundation and Child Care Resource and Referral – technical assistance, best practices knowledge				
Number of New Child Care Slots to be Created: 30				
Number of Families Expected to be Served: 20			Number of Children Expected to be Served: up to 30	
	Major Tasks to Complete the Project	Timeline for Each Task	Key Performance Measures	Goal for Each Measure
#1	Establish Project leadership team – participants and key roles and responsibilities and create participant agreement	September 2022 – October 2022	Team members represent each of the following groups Company Employees Child Care Center Potential – contractor/architect Child Care R&R or other technical assistance	5 (minimum) members, at least one representing each stakeholder group has signed participating agreement.
#2	Land/Building location determined and purchased	September 2022 – December 2022	Purchase completed	Purchase made by Dec. 31,2022



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#3	Secure Contractor and other needed service providers	December 2022 – January 2023	Work to be done is outlined, scheduled and performed.	Schedules and expenses meet timelines set forth by leadership team and grant, project to be completed by Dec. 2024
#4	Staffing plan and training completed for satellite opening – state licensing secured	June 2023 – October 2023	Training and staffing (number to be determined) plan created with timeline. Staff hiring and training (if needed).	Hiring and training completed for xx number of providers by October 30, 2024
#5	ABC/Project XYZ satellite child care site opens	December 2024	Number of children enrolled at the Center. Number of families utilizing services Longer term collection of turnover and absence related to child care data	December 2024 – June 2026 per grant