



# APPENDIX E PROJECT PLAN

## 2022 Child Care Employer Incentive

<b>Organization:</b> XYZ Company		<b>Project Name:</b> Project XYZ Child Care		
<b>Project Contact:</b> John Smith		<b>Email:</b> Johnsmith@XYZ.com		<b>Phone:</b> 515-208-7901
<b>Project Timeline:</b> September 2022 – December 2024		<b>Project Cost:</b> 218,400		<b>Requested Dollars:</b> 109,200
<b>Describe Unmet Need:</b> XYZ employees cannot secure consistent evening child care which results in high employee turnover and increased employee absences ultimately resulting in high turnover costs and decreased ability to meet patient needs.				
<b>Project Goal(s):</b> Provide a minimum of 10 XYZ employees with access to consistent, quality evening hour child care for their children by partnering with ABC Child Care to increase the slots available to XYZ company employees working the 3pm – 7pm and/or 11pm shifts.				
<b>Significant Collaborative Partners (list name and role):</b> 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				
<b>Number of New Child Care Slots to be Created:</b> 6 slots				
<b>Number of Families Expected to be Served:</b> 10			<b>Number of Children Expected to be Served:</b> 10	
	<b>Major Tasks to Complete the Project</b>	<b>Timeline for Each Task</b>	<b>Key Performance Measures</b>	<b>Goal for Each Measure</b>
<b>#1</b>	Establish Project leadership team – participants and key roles and responsibilities and create participant agreement	September 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.
<b>#2</b>	Decide upon and gather additional data for leadership team to review:	October 2022	Needs of evening employees Needs of daytime employees who would potentially work evening shifts if child care was available	Data from as many employees as possible in each category.

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			Needs of recent employees who left due to the need for child care	
<b>#3</b>	Leadership team - Discuss proposals and determine pilot plan for providing evening child care	November 2022	Steps to take to enable ABC child care to provide staff and any other determined needs for evening shifts 2:30 pm – 11:30 pm for up to 6 children each night.	Check off list created and followed (specific goal determined by the plan)
<b>#4</b>	Facilitate final project MOU and to include services and amount paid by XYZ Company to ABC Child Care	January 2023 – December 2023	Agreement to provide care for up to 6 children between 2:30- 11:30 pm is signed. Performance measures to be collected determined (for example) Number of children per this project in care by hour and day. Number of employees staffing 3-7/11 shifts (who were not staffing these times)	Signed agreement - Goals are to collect the information needed to evaluate the project
<b>#5</b>	Evaluate data gather quarterly (Project Team)	January 2023 – ongoing...	Cost provided by XYZ for 6 slots/evening shift/7 days per week Number of evening shifts filled at XYZ Staffing for ABC	Goals for the measures will be related to those set via the agreement – for example: % of employee need filled for XYZ company related to child care project, % of evening shift employees still working evening shift, % of new hires to evening shift related to child care project