## Organization: XYZ Company

**Project Name:** Project XYZ Child Care

**Project Contact:** John Smith  
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**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

<table>
<thead>
<tr>
<th>Major Tasks to Complete the Project</th>
<th>Timeline for Each Task</th>
<th>Key Performance Measures</th>
<th>Goal for Each Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Establish Project leadership team – participants and key roles and responsibilities and create participant agreement</td>
<td>September 2022 – October 2022</td>
<td>Team members represent each of the following groups Company Employees Child Care Center Potential – contractor/architect Child Care R&amp;R or other technical assistance</td>
<td>5 (minimum) members, at least one representing each stakeholder group has signed participating agreement.</td>
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<tr>
<td>#2 Land/Building location determined and purchased</td>
<td>September 2022 – December 2022</td>
<td>Purchase completed</td>
<td>Purchase made by Dec. 31,2022</td>
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</tbody>
</table>
# 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

# 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

# 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