

WFSN IMPLEMENTATION PLAN OUTLINE



Achieving
the Dream™

Community College Count

WFSN Implementation Plan Outline¹

- I. Logic Model
- II. Leadership
 - a. Vision of the leadership for WFSN as a campus-wide approach
 - b. Evidence of buy-in and commitment
 - c. Leadership engagement plan
- III. Staffing
 - a. Administrative home for WFSN
 - b. Grant management plan
 - i. Provide your institution's plan to ensure that the implementation plan remains on target throughout the grant cycle (tracking deliverables, identifying obstacles, ensuring deliverables and outcomes are met).
 - c. Staffing plan and leadership team composition
 - d. Professional development plan
 - e. Staff contact information including: President or Chancellor; key contact/administrative oversight; data contact; communications contact; etc.
- IV. Three Pillars (Education and Employment/Work and Income/Financial and Asset Building Services)
 - a. Current and New Services
 - i. For each service:
 - 1. Data evidence for need
 - 2. Target population
 - 3. Level of service (low, medium, high-touch)
 - 4. Number of students served annually
 - 5. Goals and Obstacles
 - 6. Timeline
 - 7. Staff responsible
- V. Partnerships
 - a. External partnerships
 - i. Which pillar
 - ii. What staff is responsible for partnership management
 - iii. Timeline
 - b. Internal partnerships
 - i. Which pillar
 - ii. What staff is responsible for partnership management
 - iii. Timeline
 - c. Contracts/MOUs/Data sharing plans

¹ Complete Implementation Plan Template will be released in July 2014.

- VI. Integration into the college's infra-structure
 - a. Integration plan
 - b. Integration mapping (graphic depiction of integration across services)
- VII. Data
 - a. Existing data capacity evaluation
 - i. Evaluation includes: staff capacity; ability to track student level data; ability to link student level data with academic data; benefits access data; UI data; limitations of intake process.
 - b. WFSN data plan including:
 - i. Plan that encompasses: student level data tracking; WFSN data intake process; staffing plan to allow for necessary data tracking; Linking student level data to academics; Benefits access and UI collection (potential for a consortium wide plan)
 - ii. Timeline
- VIII. Budget
 - a. Excel
 - b. Narrative
- IX. Communications and Marketing
 - a. Completed WFSN Communications Plan Template (distributed at WFSN Inaugural Forum)
 - i. Internal and External
- X. Institutional Change
 - a. Policy change evaluation
 - b. Evaluation of current college culture and obstacles to culture change
- XI. Scaling and Sustainability
 - a. Number of students served annually
 - b. Faculty and staff engagement
 - c. Resources for scale
 - d. Scaling plan
- XII. Evaluation Plan
- XIII. Consortium Engagement Plan (developed collaborative by consortium)
 - a. Timeline detailing learning events, meetings, and calls conducted by consortium