

**GET READY 5TH GRADE BAY AREA ROLLOUT PROJECT
PROPOSED WORK PLAN**

PURPOSE

The work plan serves to outline deliverables for the project throughout its duration for the development and implementation of a youth preparedness program titled Get Ready 5th Grade (GR5) for the UASI Bay Area region for the 2012/2013 school year.

PROJECT SCOPE

The scope of this project was defined through a review of the UASI Public Outreach and Community Preparedness program request for proposals and approved by the UASI Approval Authority. Project background can be found in a separate document titled *Get Ready 5th Grade – A Proposal for a Bay Area Implementation*.

The tasks for each phase of the GR5 Bay Area Rollout Project are itemized with appropriate actions in a separate Excel document for use as a project management tool for use by the project manager.

PROJECT TEAM

Project Manager: Angela Del Ponte, Emergency Services Coordinator, San Rafael OES (SROES)
GR5 Working Group (GR5WG): A working group will be created with representatives from throughout the Bay Area. The GR5 Workgroup will be an integral part of the development of this program and the deliverables.

IMPLEMENTATION REACH

UASI defines the Bay Area region as consisting of 12 RCPGP jurisdictions/cities. The 12 RCPGP jurisdictions/cities that will receive information about this program are listed below.

West bay: San Francisco, San Mateo
North bay: Marin, Sonoma, Napa, Solano
South bay: San Jose, Santa Clara, Santa Cruz, San Benito, Monterey
East bay: Oakland, Contra Costa, Alameda

PROJECT DELIVERABLES

The project proposal is to take the existing Marin County specific GR5 manual and program and revise it to be applicable throughout the 12 jurisdictions/cities in the Bay Area.

SROES will work as the project manager and lead agency to:

- 1) Establish a GR5 working group (GR5WG) comprised of agency representatives from throughout the Bay Area to revise the current Marin County GR5 manual into a Bay Area GR5 manual.
- 2) Develop, with the GR5WG, an outreach and marketing plan describing regional roll out and implementation targeting the 2012/2013 school year.
- 3) Conduct four GR5 orientation sessions, one for each of the established Bay Area UASI Hubs.
- 4) Print 113,000 GR5 manuals for local agency use and implementation of the GR5 program for an initial two years.
- 5) Translate a per capita percentage of the student manuals into Spanish. *Additional language translations may be considered pending budget and as determined by the GR5WG.*
- 6) Conduct four train-the-trainer (T3) sessions, one for each of the Bay Area UASI Hubs.
- 7) Develop, with the GR5WG, a website for GR5 materials and resources to be available for all agencies to access.
- 8) Develop, with the GR5WG, a Bay Area GR5 Sustainability Plan to address issues and concerns regarding long term implementation of the program.

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PROJECT DELIVERABLES ORGANIZED BY PHASES

PHASE 1: PROGRAM FOUNDATION

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PROPOSED TIMELINE: NOVEMBER 2011 – MARCH 23, 2012		
TASK	ACTIONS/ACTIVITIES	ASSOCIATED TIMELINE
Task 1: Work plan	<ul style="list-style-type: none"> Develop work plan 	75 days
Task 2: Create GR5 workgroup	<ul style="list-style-type: none"> Write role of workgroup for membership recruitment Recruit members to be part of GR5 workgroup (GR5WG) Review initial project plan 	20 days
Task 3: Begin project website development	<ul style="list-style-type: none"> Secure URL and hosting for GR5 project website Write/post draft copy for website Develop database to capture registrations from website 	20 days
PHASE 1 DELIVERABLES	<ul style="list-style-type: none"> Work plan for Get Ready 5th Grade Bay Area Rollout GR5 Bay Area project website, phase 1 GR5WG formed. Membership identified by 5 - 7 representatives from throughout the Bay Area 	

PHASE 2: OUTREACH TO STAKEHOLDERS

PHASE 2: STAKEHOLDER IDENTIFICATION AND OUTREACH		
PROPOSED TIMELINE: MARCH 23, 2011 – APRIL 20, 2012		
TASK	ACTIONS/ACTIVITIES	ASSOCIATED TIMELINE
Task 1: Stakeholder identification and marketing outreach strategy	<ul style="list-style-type: none"> Review marketing strategy for identifying participating agencies and plans for outreach Review current/obtain additional contacts with GR5WG Write copy for outreach letter(s) 	7 days
Task 2: Outreach to stakeholders to ID interest in program	<ul style="list-style-type: none"> Perform outreach 	20 days
PHASE 2 DELIVERABLES	<ul style="list-style-type: none"> Summary of interested agencies/organizations 	

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PHASE 3: CURRICULUM & PROGRAM MATERIALS DEVELOPMENT

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PROPOSED TIMELINE: MARCH 15, 2012 – JUNE 30, 2012		
TASK	ACTIONS/ACTIVITIES	ASSOCIATED TIMELINE
Task 1: Develop implementation plan	<ul style="list-style-type: none"> Develop implementation plan 	20 days
Task 2: Create regional Bay Area student curriculum	<ul style="list-style-type: none"> Develop Bay Area GR5 student manual Develop lesson plans 	40 days
Task 3: Develop program management materials	<ul style="list-style-type: none"> Develop agency tools for program management 	10 days
Task 4: Develop sustainability plan	<ul style="list-style-type: none"> Begin work on sustainability plan. More details to be presented upon meeting with GR5WG. 	120 days
Task 5: Translate materials into needed language	<ul style="list-style-type: none"> Translate materials to Spanish*. GR5WG to determine need. Project budgeted for one (1) language translation. 	TBD dependant on translator timeline and work plan
PHASE 3 DELIVERABLES	<ul style="list-style-type: none"> Implementation plan outlined/drafted Bay Area GR5 Student Manual created, English & Spanish* Sample lesson plans drafted Agency program management materials drafted Sustainability plan outlined/drafted 	

PHASE 4: TRAINING & IMPLEMENTATION

PHASE 4: TRAINING & IMPLEMENTATION		
PROPOSED TIMELINE: JULY 1, 2012 – AUGUST 30, 2012		
TASK	ACTIONS/ACTIVITIES	ASSOCIATED TIMELINE
Task 1: Develop train-the-trainer (T3) materials for training sessions	<ul style="list-style-type: none"> Develop T3 outline Secure locations for trainings Develop training calendar Invite stakeholders to trainings Print enough manuals for T3 Assemble materials for T3 	30 days
Task 2: Stakeholder trainings	<ul style="list-style-type: none"> Conduct four (4) train-the-trainer sessions throughout the Bay Area 	30 days
Task 3: Post materials to website	<ul style="list-style-type: none"> Post materials to website 	1 day
PHASE 4 DELIVERABLES	<ul style="list-style-type: none"> Four (4) train-the-trainer sessions throughout the Bay Area Training support materials, posted on program website Implementation Plan, posted on program website 	

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PHASE 5: PROGRAM SUSTAINABILITY

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PROPOSED TIMELINE: AUGUST 1, 2012 – SEPTEMBER 30, 2012		
TASK	ACTIONS/ACTIVITIES	ASSOCIATED TIMELINE
Task 1: Print GR5 Student manuals	<ul style="list-style-type: none"> Obtain print quotes Print materials 	TBD dependant on print timeline and work plan
Task 2: Distribute manuals to region	<ul style="list-style-type: none"> Drop ship manuals to OAs* that have decided to participate in program 	21 days
Task 3: Complete sustainability plan	<ul style="list-style-type: none"> Finalize sustainability plan 	60 days
PHASE 5 DELIVERABLES	<ul style="list-style-type: none"> GR5 Bay Area student manuals printed and shipped* (English, Spanish/TBD) for up to 113,000 students Program management resources, posted on program website Sustainability plan, posted on program website <p>*may change based on best method of distribution decided by GR5WG</p>	

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