

Terms of Reference APPENDIX 1
Measuring Rural Community Vitality – Huron County Healthy Rural Policy Lens PROJECT
WORK PLAN - prepared by Sheila Schuehle – February 5, 2016

PROJECT TIME LINE	ACTIVITIES
February – March 2016	Confirm Chair for HCHRPL Working Group (Jim Ginn confirmed)
	Meet with Mark Cassidy (ROI) to plan project launch
	Draft Terms of Reference for re-engaged Planning Committee with Chair
	Project launch event with ROI at Sustainable Huron Committee Meeting Feb. 26
	Draft and present project work plan (high level)
	Draft and present potential project stakeholder list
	Draft and present evaluation framework
April – May 2016	Develop and disseminate HCHRP Lens User ‘Case for Support’
	Develop implementation guidelines and evaluation survey for Lens education session participants
	Confirm/facilitate Lens Education sessions with representation from a minimum of 17 various stakeholder organizations (as per ROI EOI)
	Facilitate implementation support as needed (ongoing)
June – August 2016	Conduct interim evaluation check-in with potential, trained users (as per approved evaluation framework)
(3 mos. Implementation phase)	Develop knowledge transfer strategy for review by project Working Group (in conjunction with ROI)
	Provide project update to working group (potential meeting) as well as community at large (newsletter)
September – December 2016	Roll out data collection activities outlined in approved evaluation framework
	Begin data compilation and analysis
January – March 2017	Complete data analysis and draft report of preliminary findings
	Select user(s) to profile and gain permission for ‘case study(ies)’ to relay the project story
	Draft case study and submit for review to profiled stakeholders and project leads
	Provide project update to working group (potential meeting) as well as community at large (newsletter)
	Finalize project report
	Implement approved knowledge transfer plan