

Employment First Maine

Business Engagement Work Group Project Definition

Start Date: February 2014

End Date: October 2016

Project Sponsor: Employment First Coalition

Project Manager: Lisa Sturtevant, DHHS

Team Members: Joyce LaRoche –Maine State Chamber/Me-BLN, Anne Nadzo-Goodwill, Avery Olmstead-Advocate, Drew Bolduc-MVRA, Lisa Soucie- KBH Club House, Barrie MacMillan-DHHS, Maine Manufacturing Association, Suzanne Lapierre-DHHS, Valerie Oswald-DOL/BRS and Lisa Sturtevant-DHHS

Project Advisors: Society of Human Resource Managers, Maine Business Leadership Network, Diversity Hiring Coalition, State Workforce Investment Board, Disability Employment Initiative, Maine Development Foundation, Maine Community Foundation, Maine Rotary Clubs

Project Overview

The Business Engagement Group of Employment First Maine will be the coordinating workgroup charged with gathering information and making recommendations on practices that will expand the hiring of people with disabilities in companies throughout Maine. Through thorough engagement of business groups and trade associations the workgroup will determine what would enhance and create opportunities for people with disabilities by meeting directly with business, gathering and using business hiring outcome data, developing and utilizing surveys and exploring Return on Investment information from a business perspective. A Key question to the business community will be “what would it take for you to take the next step?” The workgroup will report to the Employment First Coalition and be responsible for recommendations to improve Business Engagement within DHHS, DOE and DOL that leads to increased business engagement in the employment of Mainers with disabilities.

Project Scope

In Scope:

- Networking and engagement of businesses and their trade associations
- Employer hiring incentives including tax credits and other programs
- Employer practices that promote and support Disability Diversity Hiring
- Return on Investment (ROI) of hiring people with disabilities from businesses perspective
- Self-Employment and Micro-Enterprise (small business) pathways
- Technology to improve employment outcomes

Out of Scope:

- Working directly with people with disabilities and their supporters
- Working with schools and or students with disabilities
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Deliverables Produced:

All projects have deliverables. In this section, describe the deliverables of the project. Provide enough explanation and detail that the reader will be able to understand what is being produced. Make sure that the deliverables produced align with what is in scope from the previous section.

- Deliverable 1: Maine business needs assessment developed and administered that gathers information to guide the work of the EFM Business Engagement Group.

- Deliverable 2: Garner information that promotes Return on Investment from business perspective to include ways to connect to existing Business Groups such as The Maine Business Leadership Network.
- Deliverable 3: Recommendations to the EF Coalition regarding working with businesses to improve employment outcomes, which include a range of opportunities from self-employment to small business to large employers.
- Deliverable 4: Support the implementation of recommendations from the EFM Coalition as they relate to Business Engagement as they go forward.

Organizations Affected or Impacted:

Specify areas or groups affected by, or that may participate in, the project. This is meant to be comprehensive but high level. Individual names should not appear, but the organizations they represent are included here.

Organization	How Are They Affected, or How Are They Participating?
Employers	Will be directly affected by the results of the EF effort; Their needs information will be gathered in a variety of ways; They are participating in the EF work group, as well as many businesses and trade associations have been identified for outreach and information gathering. Also companies with successful hiring practices will be asked to share their ROI information.
State Agencies DHHS, DOL and DOE And Internal Committees	Will be directly affected by what employment opportunities offered to the people they serve, as well as how they engage Businesses, and funding recommendations to enhance initiatives.
People with Disabilities	Will be directly affected by increased opportunities that lead to employment.
Maine Business Leadership Network	Will be engaged in the Workgroup, and recommendations may include ways to enhance the Business to business work of the Maine BLN
Maine State Chamber	Will be engaged directly and provide access to business members
Rotaries, SHRM, local Chambers and other business groups	Will be engaged in the Business Assessment of needs and feedback on suggested recommendations.

Project Estimated Effort/Cost/Duration

The estimated effort hours and project costs may be depicted in many ways, including costs by team member, cost by deliverable, cost by milestone, or cost by category (internal labor, external labor, travel, training, supplies, etc.). Also include a brief timeline (or a set of bullets) showing the project start date, major milestones, and end date.

Estimated Cost:

Projected Staff Time and associated Travel costs:

10 Members of Business Engagement Group

3 hours per month (30 per month) X 36 month project= 1,080 hours

1080 hours X 40.00 per hour = \$43,200.00 (for 3 years)

10 miles each for Travel (.44 mile) X 10 members X 36 months = \$1958.00 (for 3 years)

Materials: Create and copy Survey

200 paper surveys (10 cents per) each year (x 3) = \$60.00 total (for 3 years)

Estimated Effort Hours:

Estimated Duration:

Milestone	Date
Start of Project	February 2014
Milestone 1 – Maine Business Needs Assessment	Preliminary Finding July 2014 Report August 2014
Milestone 2 – Recommendations delivered to EF Coalition, at least yearly	Year 1 September 2014 Year 2 9/2015 Year 3 9/2016
End of Project	October 2016

Project Assumptions (What needs to occur for the project to be successful?)

Project assumptions are circumstances and events that need to occur for the project to be successful, but are outside

the total control of the project team. They are listed as assumptions if there is a HIGH probability that they will in fact happen. The assumptions provide a historical perspective when evaluating project performance and determining justification for project-related decisions and direction.

- Businesses and trade associations are willing to be engaged in this effort and partner throughout the three year project.
- Work group members will be able to fully participate and contribute to the group’s efforts.

Project Risks (What is outside the control of the team that could have an adverse impact?)

Project risks are circumstances or events that exist outside of the control of the project team that will have an adverse impact on the project if they occur. (In other words, whereas an issue is a current problem that must be dealt with, a risk is a potential future problem that has not yet occurred.) All projects contain some risks. Risks may not be able to be eliminated entirely, but can be anticipated and managed, thereby reducing the probability that they will occur.

Risks that have a high probability of occurring and have a high negative impact should be listed below. Also consider those risks that have a medium probability of occurring. For each risk listed, identify activities to perform to eliminate or mitigate the risk.

Risk Area	Level (H/M/L)	Risk Plan
Lack of continuity of work group membership	H	Document group’s activities and information; share responsibilities across team members, co-leaders
Business Engagement	H	Offer multiple ways for businesses to engage, reach them where they currently come together, listen to their input and share information that speaks to them (ROI)
State Funding	M	Recommendations to re-align funding to meet the needs of businesses from other sources, creative approaches that are sustainable

Measurement Indicators:

To undertake a project, there ought to be some discernable impact. In this section, describe the measurement indicators of the project that will be used for current state and future state analysis. Include the measurements to be taken, intervals at which the measurements will occur, the sources of data to be used and improvement target.

Measurement	Interval/Data Source	Improvement Target
503 Federal Contract Hiring	CWRI Business List	100% of Maine Businesses who are affected by 503 changes will have information as ways to access support to meet hiring goals, on-going as list expands/changes

Project Approvals

Project Sponsor

Date

Project Manager

Date