

## Scope of Work for CCA Shared Services Plan Project Manager.

### Scope and activities:

The CCA Shared Services Plan Project Manager will:

- Document the identified needs of the 12 CCA communities regarding specifically needed shared services functions. A preliminary survey was sent to all CCA communities in Q1 2019 and the results of that survey can serve as a starting point for exploring further detail and developing a comprehensive view and understanding of the scope of the potential services required.
- Propose to the CCA Leadership a prioritization of the identified needs. Based on the needs assessment outcome(s) and prioritization, research, identify and propose contracts with specific consultants with expertise in the identified service areas.
- Work with the subject matter experts to identify service providers and the best delivery mechanisms for specific services given factors such as geographic dispersion of the recipients.
- Work with the subject matter experts to determine a proposed funding model for the utilization of the specific services and contracting with the determined service providers.
- Determine a proposed implementation plan with specific milestones, options, funding and how the plan would be managed and delivered.
- Prepare a presentation of the proposed plan that will be given to the Delegate Assembly in early June 2020 for their review and approval. (It is not determined yet whether the PM or the President of CCA will make this presentation).

Note: The PM will be an independent consultant with a contract with the CCA. The contract provides for a maximum of 750 hours at an hourly rate of \$70. The LT and specifically the President will provide oversight to the project. The PM will provide regular (monthly) updates on the progress of the project and related invoicing. Each community will identify a local contact for the PM to work with as necessary. The PM will also need to work with the Treasurer as needed.