

## Planning Worksheet

Purpose of Initial Work Plan: establish task steps, timelines, resources/TA needed, and entity/person responsible

Initial Work Plan Steps:

TASK	TIMELINE	NEEDED RESOURCES/TA	RESPONSIBLE ENTITY
Identify target start date and cohort size			Intermediary & IHE
Identify on the job learning credits			IHE
Complete crosswalk of on the job learning competencies and RTI			IHE
Complete work process document			IHE
Establish eligibility requirements for apprentices			IHE and intermediary
Establish cohort size			IHE and intermediary
Identify budget			Intermediary
Identify funding sources			Intermediary
Communicate with TEACH/Rising STARS if relevant			Intermediary & IHE
Identify mentoring model and org			Intermediary
Finalize coaching/mentoring model & communication protocol			Intermediary, IHE, and mentoring org
Identify apprentice supports and support delivery			Intermediary & IHE
Establish communication protocol with IHE & intermediary			Intermediary & IHE

Establish employer recruitment plan and implementation timeline			Intermediary
Establish TA employer supports			Intermediary
Register employers with required documentation			Intermediary
Establish apprentice selection criteria and recruitment plan			Intermediary & employer
Implement apprentice recruitment and selection			Employer
Completion of Appendix B			Intermediary & employer
Apprentice enrollment in RTI			Intermediary & IHE
Recruitment & selection of coaches			Intermediary & employer
Training coaches			Mentoring org
Establish apprenticeship committee			Intermediary
OTHER			



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 Prepare for Tomorrow's Workplace*