

AGING WORKFORCE RESEARCH PILOT PROJECT WORK PLAN

Updated 3/4/2010

	Task	Responsibility	Deadline	Year 1 (2010)			Year 2 (2010-2011)										
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
STAGE 1: STATISTICS																	
1.1	Secondary Statistics Review & Literature Review																
A	Gather existing StatsCan data and begin to analyse for patterns	Lew & Trent Student															
B	Literature Review	Trent Students (TCCBE Course)															
1.2	Original Statistical Survey - Timeline part of Employer Interviews	Bates															
1.3	Digital Workforce Analysis and Modelling	Ponce-Hernandez															
A	Proposal development: Determine existing Stats Canada data and gaps in data (for survey)																
B	Propose student and employer/older worker involvement in database design and mapping																
C	Solidify funding for GIS graduate student coordinator and two RA's (including training if necessary)																
D	Students and employers/older workers contribute to GIS database design and mapping																
E	Faculty contribute to GIS/data basing process to ensure quality completion																
STAGE 2: STORIES & STRATEGIES																	
2.1	Older Worker Interviews (New Horizons Funding)																
Phase 1: Project Set-Up																	
A	Develop and submit ethics proposal to Trent for review	Law															
B	Hire project coordinator	Law															
C	Finalize ethics	Law															
D	Start-up Meeting	Law, Harrington, Project Coordinator	1-Feb														
E	Press release re. funding & need for volunteers	Harrington															
F	Recruit Participants and Interviewers	Law & Project Coordinator	30-Mar-10														
G	Recruit Interviewers	Struthers	30-Mar-10														
H	Schedule Interviews	Law & Project Coordinator	1-Apr-10														
I	Interview Training	Law															
J	<i>Interim Report 1</i>	Law	1-Apr-10														
Phase 2: Project Field Work																	
A	Conduct Interviews		30-Apr-10														
B	Transcribe Interviews	Law, Project Coordinator & hired transcribers	30-May-10														
C	Analyse Interviews	Law, Struthers, Bailey, O'Hagan & Project Analyst	30-Jun-10														
D	<i>Interim Report 2</i>	Law	1-Jul-10														
Phase 3: Interpretation of Results & Report																	
A	Create focus group presentation	Law, Harrington	1-Sep-10														
B	Conduct interpretation focus group	Project Team	15-Sep-10														
C	Create final report	Project Team	15-Oct-10														
D	Present final report at seniors summit	Harrington, Trent designate															
E	<i>Submit Final Report to WDB</i>	Law	after summit														
F	<i>Submit Final Report to New Horizons</i>	Harrington	15-Feb-11														
2.2	Employer Strategies for an Aging Workforce	Kim Bates															
Phase 1: Project Set-up and Field Work																	
A	Proposal development & Interview Design																
C	Ethics review																
D	Project Start-up	Bates, Harrington, Law, Barr	2-Mar														

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E	Recruit and schedule employer interviews	Bates & Project Coordinator	15-May															
F	Conduct interviews	Bates, Konopaski, Dewan	31-May															
G	Administer survey/questionnaire	Bates, Konopaski, Dewan, project coordinator	31-May															
H	<i>Interim Report 1</i>		31-May															
Phase 2: Project Analysis																		
A	Transcribe Interviews	Project Coordinator, hired transcribers	10-Jun															
B	Analyse Interviews	project analyst	30-Jun															
C	Analyse survey data	Coordinator	30-Jun															
D	<i>Interim Report 2</i>		30-Jun															
Phase 3: Project Reporting																		
A	Create focus group presentation	Bates	30-Sep															
B	Participate in interpretation focus group	Harrington, Bates, Konopaski, Dewan, Barr	31-Oct															
C	<i>Create final report</i>	Harrington, Bates, Konopaski, Dewan, Barr	31-Oct															
D	Present final report at seniors summit	Harrington, Bates, Konopaski, Dewan, Barr	15-Nov															
STAGE 3: ACTION PLANNING & NEXT STEPS																		
3.1	Seniors summit																	
A	Event design with research participants and Steering Committee as advisors	Harrington, Barr, Steering Committee																
B	Host summit	Harrington, Barr, Steering Committee	15-Nov-10															
C	<i>Create Overall Project Report</i>	Harrington, Barr, Steering Committee																
3.2	Implementation of specific project outcomes (Depending on specific research may be able to implement some aspects prior to end of project. (E.g. publish fact sheets, guides through out, preliminary findings, develop tools for local employers...))	Community																