

## PROJECT CHARTER

### PLANNING PHASE

<b>PROJECT NAME</b>	<b>Greater Sudbury Middle Childhood Partnership:</b> <i>Building intersectoral partnerships and community strategies to support the health and well-being of children aged 6 to 12 and their families.</i>		
<b>INITIATED BY: DIVISION:</b>	<i>Community Development</i>		
<b>DEPARTMENT:</b>	<i>Children and Social Services Division</i>		
<b>EXECUTIVE LEAD:</b>	<i>Director, Children and Social Services</i>		
<b>SPONSOR:</b>	<i>Manager, Children Services</i>		
<b>PROJECT MANAGER:</b>	<i>Special Projects Co-ordinator</i>		
<b>CREATION DATE:</b>	<i>December 2022</i>		
<b>START DATE:</b>	<i>December 2022</i>	<b>END DATE:</b>	<i>December 2023</i>

### BUSINESS PROBLEM/OPPORTUNITY AND OUTCOME

#### BACKGROUND

Families with children aged 6 to 12 are facing a lack of coordinated services to support them as their children exit the well-resourced Early Years sector and enter “Middle Childhood.” As the Greater Sudbury community moves out of COVID-19 restriction and service reductions, children in this age group are struggling with challenges related to their mental health and social and physical development. Their families do not have a centralized community resource to turn to for support.

The goal of the project is to establish and support the ongoing operation of a network of intersectoral partnerships that can continue to work together to increase awareness of the importance of middle childhood, to identify the needs of children in the age group and their families, to create a venue to plan for this age group together, to establish shared goals and to work together to create resources and implement strategies to support these children and families.

#### CORE PRINCIPLES

The following principles will guide this project:

<b>Health Equity</b>	This project will integrate health equity principles that consider and address unfair and avoidable differences in social determinants of health, health outcomes and the impact of interventions for various population groups.
<b>Intersectoral Approach</b>	This project will engage community members and stakeholders from diverse sectors to find mutual benefits and collaboratively problem solve.

<b>Lived Experience</b>	This project will ensure that diverse community members, including people with lived experience, are meaningfully engaged, and resourced to participate in initiatives aimed at improving social determinants of health.
<b>Social Determinants of Health</b>	Social determinants of health influencing outcomes of this project include, but are not limited to housing, employment, food security, income, racism and discrimination, education, early childhood education, and more.
<b>Early Learning Practices and Pedagogy</b>	The project will align engagement opportunities and outputs with <a href="#"><u>How Does Learning Happen? Ontario's Pedagogy for the Early Years.</u></a>
<b>Strengths-based Approach</b>	This project will build upon existing strengths within the Children Services sector to increase collaboration around services for children in middle childhood.

## APPROACH

The following activities will be implemented through this project:

1. Provide **targeted support and resources** to identify and engage partners
2. Create a **networking/planning infrastructure** that is sustainable
3. Develop **shared goals and strategies** and build **communication tools** to keep partners connected
4. Develop **strategies to coordinate and promote community programming, resources, and information** for families, to better support the social, physical and mental health of children aged 6 to 12 and their families.

## SCOPE

### IN-SCOPE: (INCLUDED)

- 1. Project Charter and Project Management Plan**  
A Project Charter and Project Management Plan will be developed at the onset of the project to establish project oversight and objectives.
- 2. Formation of an Advisory Committee**  
A Project Advisory Committee will be established to support project planning, consisting of key community partners.
- 3. Needs Assessment**  
A Needs Assessment will be completed with community partners, parents and guardians to determine opportunities for strengthening the current system and resources required to support children and families. The needs assessment will include a survey and other engagement opportunities.
- 4. Resources/tools to support community partners and families**  
A platform/website will be created to increase awareness of service providers on the services available in the community, including information on access, eligibility criteria and cost. Other tools will be determined based on a needs assessment.

**5. Development of the Middle Childhood Partnership Committee**

An intersectoral partnership will be formed by agencies who provide services or programs to children 6 to 12 years of age. The Committee will be formed as a sub-committee of the Executive Leadership Team (formerly CELL).

**6. Learning Opportunities for Staff**

Training opportunities will be offered to staff who provide services to children aged 6 to 12 and their families. The topics offered will be based on needs assessment results.

**7. Final Report to Public Health Agency of Canada (PHAC)**

A final report for the project will be provided to PHAC in November 2023.

**OUT-OF-SCOPE: (EXCLUDED)**

- Development of materials/resources related to the 0 to 5 age group
- Changes to subsidy or waitlist programs
- Changes to funding structures for existing programs
- Staffing (excluding project administration)
- Creation of additional programs

**BUDGET**

The budget for this project is \$145,615 provided through the Public Health Agency of Canada’s Intersectoral Action Fund.

**LINK TO STRATEGIC PLAN**

This project aligns with the City of Greater Sudbury (CGS) Strategic Plan in the area of “Create Healthier Communities” by creating opportunities to strengthen partnerships in the Children Services sector to support child well-being.

**GOVERNANCE & RESOURCES**

This project requires approval from the sponsor and the following (check all that apply) to proceed to project execution:

- STEERING COMMITTEE
- ELT
- COUNCIL
- COMMITTEE OF COUNCIL:
- OTHER: \_\_\_\_\_

This project will report/update/present to the following (check all that apply) during project execution:

- STEERING COMMITTEE
- ELT (FORMERLY CELL)
- COUNCIL
- COMMITTEE OF COUNCIL: \_\_\_\_\_
- OTHER: Early Years Planning Network

**STEERING COMMITTEE MEMBERS/KEY STAKEHOLDERS: EXECUTIVE LEADERSHIP TEAM (ELT)**

List your project team with the key function and time allocated in hours or FTE.

PROJECT TEAM	KEY FUNCTION	ALLOCATION/FTE
Manager, Children Services	Project Sponsor	As required
Special Projects Co-ordinator	Project Manager	.5 FTE
CGS Children Services Leadership Team	Project Team/SME	As required

List external parties that are involved in delivering the project (i.e., consultant, contractor, etc.).

External Resources	Key Function	Allocation/FTE
Executive Leadership Team (ELT) – formerly CELL	Advisory	As required
Early Years Planning Network	Advisory	As required
Consultants (e.g., Dr. Clinton, CYMHA)	Consultant/Contractor	As required

### ASSUMPTIONS

- Community partners have capacity to participate and provide feedback to initiatives and deliverables.
- Competing priorities will not impact the scope and schedule of the project.

### CONSTRAINTS

The project must align with:

- CGS organizational policies,
- the *Child Care and Early Years Act (2014)*, and
- principles outlined in *How Does Learning Happen? Ontario’s Pedagogy for the Early Years*.

### CONSTRAINT PRIORITIZATION:

Prioritize and explain the scope, schedule and budget for the project.

CONSTRAINT	MOST FLEXIBLE	SOMEWHAT	LEAST FLEXIBLE	EXPLANATION
Scope	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some room to revise/amend scope – contingent on standards/model identified
Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Timeline is defined for the project.
Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget is defined for the project.

### RISK SUMMARY

Based on the Risk Management Assessment, the overall risk of this project is projected to be:

Low	Low-Medium	Medium	Medium-High	High
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** Budget and timelines are pre-determined by the Public Health Agency of Canada.

### PROJECT PLAN CHECKLIST

The following have been developed (select all that apply).

<input checked="" type="checkbox"/> Schedule/Work Breakdown Structure (WBS)	<input type="checkbox"/> Communication Plan
<input type="checkbox"/> Resource Plan	<input type="checkbox"/> Change Management Plan
<input type="checkbox"/> Estimating and Budgeting	<input checked="" type="checkbox"/> Risk Management Plan/Log
<input type="checkbox"/> Stakeholder Plan	<input type="checkbox"/> Issue Management Plan/Log

