

Guidelines for Implementation plan at local level

Development of a phased implementation plan shall begin no later than **January 1, 2023**. Each Local Workforce Development Board (LWDB) must submit an implementation plan including a client onboarding process with action and timelines, to the Director of the VBWD no later than **February 28, 2023**. The Director of the VBWD will submit the plans to the Steering Committee for review.

The final plans will be submitted by the Steering Committee to the Operations Committee Chair for approval at the March 2023 VBWD meeting.

Implementation plans must include:

1. Business process plan with actions and timelines, to include a client on-boarding process, on use of Portal and communication plan for issuance to:
 - a. one-stop operations management, staff, and partner organizations
 - b. clients
2. Metrics on usage: steps towards reaching maximum client enrollment in the Portal
3. Regional process for capturing feedback on usage from professionals and clients to submit to the Steering Committee on desired Portal improvements (e.g., language)
4. Identified potential barriers to implementation and plan to address
5. Plans must be signed to indicate review and approval by the Workforce Development Board Chair and Director, and the Chief Elected Official Consortium Chair

Questions regarding these guidelines should be directed to Leo Campos (lcampos@vccs.edu).