



## Project Charter

Date Created: 10-10-2007	Date Last Revised: 10-31-2007
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### Project Definition:

Project Name	Integrated Services Employment and Skills Development Teams
Strategic Programs	Job Link
Divisions	HSD – E&T, Employment Development Department Workforce Services and Job Link partners
Description	Design the services and processes for Employment and Skills Development functions for the new Integrated Services System at Job Link

### Project Background and Summary:

Sonoma County was selected as a learning lab for a radical program change in the one-stop system. The new design called Integrated Services will be implemented July 1<sup>st</sup> 2008. Under this new model, clients will receive some form of skills enhancement up front, enrolled, and if appropriate referred to an Employment or Skills Team. The change is from a self-service model to a skills enhancement model with all users being enrolled into WIA and Wagner Peyser.

The Employment and Skills Team is being asked to recommend the service model that a client will receive when they are referred from the Welcome Team to the Employment or Skills function for services. The Employment function will focus on services offered to customers who are requesting assistance in finding employment either from the Welcome Team or after Skills development. The Skills function will focus on offering occupational skills development including possible referral to training providers for clients assessed during the Welcome process and transferred to Skills Development. As part of this process, this group will suggest what will be required of the customer to receive a scholarship for training and a menu of services in each function. In the Employment function, the team will look at what services need to be offered to support the clients needing help in finding employment. The team will also make a recommendation on client flow between Skills Development function and Employment function.

**Project Scope** – The scope of this project includes the charter group meeting and creating recommendations on how the Employment function and Skills Development function will operate in the new Integrated Services system that will be implemented on July 1<sup>st</sup> 2008. The group will recommend how the Skills Development and Employment functions will look under integrated services

**Project Goals and Objectives** – This project will be completed when the group develops a recommendation for the design and client flow of the Employment and Skills Development functions under integrated Services.

**Project Deliverables –**

Goal/Objective	Deliverable(s)
Develop a program design for the Employment services function offered by Job Link under Integrated Services	<ol style="list-style-type: none"> <li>1. Menu of services that will be offered to assist job seekers in finding employment under Integrated Services.</li> <li>2. Process to access these services.</li> <li>3. Success measurement</li> </ol>
Develop the program design for the Skills Development offered by Job Link under Integrated Services	<ol style="list-style-type: none"> <li>1. Process needed for clients to receive training assistance.</li> <li>2. Forms needed.</li> <li>3. Assessment tools recommended.</li> <li>4. Success Measurement</li> </ol>
Recommend a one or two team approach for Employment and Skills Development functions.	<ol style="list-style-type: none"> <li>1. Recommendation on one or two team approach for delivering services.</li> <li>2. Develop a tool for evaluation of system.</li> <li>3. Time interval to evaluate.</li> <li>4. If two team approach, how will clients flow between functions?</li> </ol>

**Project Timelines –**

Project Related Date	Month/Year
Anticipated Start Date	November 6, 2007
Anticipated Completion Date	January 4, 2008

**First Meeting –**

**Committee members:**

Role	Staff Name	Project Responsibilities
Project Sponsor	Kathy Young	Review and oversight
	Debbie Antonsen	

Role	Staff Name	Project Responsibilities
Team Members		Project Lead