

ADDITIONAL RESOURCES

Sample Project Plan*

DISABILITY AND INCLUSION PROJECT PLAN	START	END	STATUS
Initial Strategy and Planning Session			
Align internally on vision and scope of disability employment and inclusion initiative	_____	_____	<input type="checkbox"/> Completed
Meet with external partners to craft an initial strategy within pilot sites	_____	_____	<input type="checkbox"/> Completed
Local/Site-Specific Engagement of Providers			
Engage in outreach to local service providers and local VR offices to communicate intention	_____	_____	<input type="checkbox"/> Completed
Choose a lead service provider for candidate sourcing and secure local VR participation	_____	_____	<input type="checkbox"/> Completed
Establish Candidate Pipeline with Partners			
Define criteria and distribute job descriptions to all potential candidate sourcing partners	_____	_____	<input type="checkbox"/> Completed
Document pipeline and training process of new hires	_____	_____	<input type="checkbox"/> Completed
Branding and Communications			
Select a name and brand for your company's disability employment and inclusion initiative	_____	_____	<input type="checkbox"/> Completed
Design and approve logo with the intention of internal and external distribution	_____	_____	<input type="checkbox"/> Completed
Delegate responsibility for internal dissemination of communications related to the initiative	_____	_____	<input type="checkbox"/> Completed
Assessment and Job Analysis			
Define scope of job analysis (key positions throughout business lines)	_____	_____	<input type="checkbox"/> Completed
Conduct job analysis internally or through an external disability and inclusion consultant partner	_____	_____	<input type="checkbox"/> Completed
Training and Internal Communications			
Conduct disability and inclusion 101 trainings with project managers and key management staff	_____	_____	<input type="checkbox"/> Completed
Provide on-the-job support for new hires in addition to creating natural supports	_____	_____	<input type="checkbox"/> Completed
Conduct disability and inclusion trainings with frontline staff and executive team	_____	_____	<input type="checkbox"/> Completed
Evaluation of Pilot Sites			
Establish ongoing metrics measurement of site performance based on business need and value	_____	_____	<input type="checkbox"/> Completed
Collect lessons learned from pilot site(s) and update strategy accordingly	_____	_____	<input type="checkbox"/> Completed

*Please note this is a sample only; NOT a comprehensive plan