



X	Proposed Action Items
C	Actions Completed

Northern Capacity Building Advisory Committee Sudbury Manitoulin District

2020-2021

<i>Focused Action Items</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>April</i>
<u>Meeting 1</u> <i>Introductions/context/review draft Terms of Reference</i>	C										
<u>Meeting 2</u> <ul style="list-style-type: none"> <i>Finalize Terms of Reference</i> <i>Selection of Co-Chair</i> 	C										
<u>Meeting 3</u> <i>Strategy design</i>		C									
<u>Meeting 4</u> <i>Strategy design</i>		C									
<u>Meeting 5</u> <i>Finalize strategy design/plan for evaluation</i>			C								
<u>Meeting 6</u> <i>Strategy Launch</i>				C							
<u>Meeting 7</u> <i>Monitor implementation/course correct if required</i>					C						
<u>Meeting 8</u> <i>Monitor implementation/course correct if required</i>						C					

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<u>Meeting 9 - CANCELLED</u> <ul style="list-style-type: none"> <i>Review Evaluation (first 3 months)</i> <i>Review funding (are we on track)</i> 							Cancelled				
<u>Meeting 9</u> <i>Monitor implementation/course correct if required</i>								C			
<u>Meeting 10</u> <i>Review Draft Evaluation Report</i>									C		
<u>Meeting 11 – Final meeting</u> <ul style="list-style-type: none"> <i>Approve Final Evaluation Report</i> <i>Share/present lessons learned with key stakeholders</i> 										x	
<u>Meeting 12 – if required</u>											x