

**Attachment A - Scope of Activities: [ORG NAME]
Outcomes for Opportunity Initiative – [CONTRACT DATES]**

Background

As a subgrantee [ORG NAME] will participate as a pilot site in Cohort [X] of the Outcomes for Opportunity Initiative (O4OI) to explore, contribute and advance the objectives of the initiative. The collective objective will be to elevate the understanding of the most effective interventions of workforce boards, education providers, and non-profit training organizations and to create tools and products that can be used to make workforce development and outcomes data more readily available to workforce organizations and the communities and people they serve.

Objectives

Through this collaboration, [ORG NAME] will explore opportunities for sharing workforce data and outcomes, establishing a standard set of outcome measures, and providing feedback on data product dashboard designs, mockups, and prototypes in accordance to the O4OI use cases.

O4OI Use Cases

1. Program Search and Discovery
2. Regional Education and Training Outcomes
3. Benchmarking Program Outcomes

The collaboration with [ORG NAME] is divided into three phases/milestones. The objectives and expected outputs from these three phases are detailed below.

Engagement Phase

Initial set of meetings and engagements to introduce [ORG NAME] and its staff to O4OI, its mission, and its use cases.

- Complete onboarding survey
- Attend virtual all-site kick-off meeting
- Complete introductory interviews with JFF key personnel
- Attend site-specific virtual meetings w/ key personnel and other stakeholder
- Agree to begin the exploratory phase

Exploratory Phase

JFF and its partners will work with key [ORG NAME] staff to explore opportunities and options to achieve the O4OI use cases. This phase includes validating a core set of impact measures and data stories identified by Cohort 1 and providing recommendations on additional impact measures and data stories that would have value across the pilot cohort needed to achieve the stated use cases. Participants will participate and contribute to the viability of data sharing and governance agreement(s) (“agreements”) which are frameworks that will enable stakeholders to be part of this data collaborative.

- Assign a representative from the organization who would lead/coordinate the below listed activities on behalf of [ORG NAME]:
 - Lead discussions related to data discovery as part of the Impact Measures and Development Workgroup;
 - Coordinate administrative activities and logistics within [ORG NAME];
 - Contribute to shaping of strategy, agreements, and new impact measures.
- Coordinate and complete follow-up interviews, focus groups, and in-person meetings. Complete requests for electronic surveys and diagnostic feedback related to this scope. Participate in regular phone calls, web conferences, and team meetings as required.
- Explore with JFF and Brighthouse, the regional and state data environment to outline challenges and opportunities to meet the identified use cases and help with introductions to key stakeholders that could inform the core impact measures.
- Explore formation of data sharing and governance agreement(s)
- to enable the sharing of key workforce development and outcomes data for workforce development programs in partnership w/ regional education institutions and community-based training providers.

- Help discover and/or expand upon the core set of impact measures that can be safely shared under this initiative.
- Discuss with JFF organizational outcomes metrics and analytics of importance to [ORG NAME], informed by best practices of workforce organizations especially other workforce boards identified by JFF, to help define a standard set of outcome metrics.
- Discuss with JFF data product visualization and dashboards and provide feedback for data product designs and mockups.
- Agree to begin the Implementation Phase.

Implementation Phase

In this phase, the outcome of the exploratory discussions is captured in the data sharing and governance agreement(s) where the parties agree to the modalities of data sharing. Additionally, in this phase, the data tools and infrastructure implementation begins in alignment with the signed agreements. Upon successful completion of the implementation phase, the data products, and the approved set of impact measures will be launched and made available publicly to the workforce community and stakeholders.

- Sign-off on data sharing and governance agreement(s) and agree to begin implementation.
- Work closely with JFF's technology partners (BrightHive, others) to help with understanding technology touchpoints, providing support for extracting data and if necessary, suitably updating work practices and technology systems to effectively and efficiently help implement the data infrastructure.
- Continue to provide feedback for data product designs, prototypes and mockups through focus groups, electronic surveys, and interviews.
- Participate in the launch of the regional and national data store and provide high-level insights and feedback post-launch.

Key Personnel

Key Personnel at this org will include:

Attachment B – [SAMPLE] Schedule of Disbursements and Reports

Item/Name	Activity	Benchmark	Amount
Milestone 1:	Engagement Phase Successful Phase Completion – [TIMEFRAME]	Upon signing of contract.	[\$[DOLLAR AMOUNT]]
Milestone 2:	Exploratory Phase Successful Phase Completion - [TIMEFRAME]	Successful completion	[\$[DOLLAR AMOUNT]]
Milestone 3:	Implementation Phase Successful Phase Completion - [TIMEFRAME]	Successful completion and national data store launch date	[\$[DOLLAR AMOUNT]]
Misc.			
Total:			[\$[DOLLAR AMOUNT]]

Implementation Phase conditional upon reassessment and written notice to opt in. Written notice must be received by Josh Copus @ jcopus@jff.org by [TIMEFRAME].

Key Terms and Definitions

Term	Definition
Data Products	Datasets that are disseminated to data consumers through dashboards, visualizations, and other dissemination channels.
Data Governance Groups	Groups formed from stakeholders from each pilot partner to contribute to new data assets, new resources and new value for their work.
Data sharing and governance agreement(s)	A set of documents that outlines the key roles in the governance group, explains how data will be used, and delves into how the partner organizations work together to build a sustainable data governance structure.
Core Impact Measures	A minimum set of data required to inform the identified data use cases.
Workforce Data	Data that is produced, captured and stored as part of the workforce ecosystem.
Workforce Outcomes	Metrics to evaluate success of beneficiary outcomes.