

University of Alberta - Navitas Partnership Work Plan			
Start Date	End Date	Task	Description
PHASE 0 – CONTRACT NEGOTIATION AND EXECUTION			
	Pre March 22, 2024	Contract Discussion & Negotiations	One successful proponent to enter final discussions and negotiations with the intent of reaching agreement in principle on a mutually agreeable business arrangement and contract framework for the services.
	March 22, 2024	Successful Proponent Announced	No action of the University other than a written notice from the University Representative (or such other authorized representative of the University) to the Proponent, advising of selection of the Proposal and the University's intent to enter into an Agreement, shall constitute selection of the Proposal.
March 22, 2024	April 12, 2024	Contract Negotiations	
April 8, 2024	April 12, 2024	Communications Planning	Navitas' Head of Communications will work closely with UA counterpart to establish joint communications to both internal and external audiences introducing the new foundation program. Develop and implement stakeholder engagement strategy
	April 12, 2024	Execution of Contract	Signing ceremony, relationship-building dinner/swag
April 15, 2024	April 16, 2024	Senior Leadership Stakeholder Meetings	Conduct meetings with university and college senior leadership stakeholders to understand expectations, roles and responsibilities. Identify key contact persons from both institutions.
	April 15, 2024	Press Release	
April 17, 2024	April 19, 2024	Internal Communications	Roll out of communications plan to all U of A stakeholders
PHASE I - RECRUITMENT/ADMISSIONS LAUNCH PREPARATION			
April 22, 2024		PMO Kick off Meeting	U of A and Navitas Project Managers to plan workgroup membership, goals, and objectives of partnership
April 23, 2024	April 26, 2024	Intensive Week with Workgroups/Retreat	Introductory and Kickoff meetings for PMO, Marketing Communications, Admissions, Student Recruitment, Academic, Student Services, Finance, IT, and Facilities work groups Membership to include senior staff that are able to make timely decisions. Joint town hall
	May 14	Facilities Fit-out complete (Phase I)	Internet/Desk for implementation team

April 26, 2024	May 14, 2024	All workgroups to continue to reconvene to prepare for admissions launch on May 14	Requirements: Approved joint LOO, foundation program landing page, agreed admissions criteria
	May 14, 2024	Recruitment and Admissions Go Live	
May 27, 2024	May 31, 2024	Senior Leadership Stakeholder Meetings	Conduct meetings with university and college senior leadership stakeholders to update expectations, roles and responsibilities.
PHASE II - PROGRAM LAUNCH			
	June 1	Identify courses and instructors	Work with AASUA
May 14	September 3	All workgroups to continue to reconvene to prepare for program implementation	
	July 5	Facilities Fit-out complete (Staff)	Program staff workstations
July 2	July 5	Foundation Program Staff Onboarding	
	August 5	Facilities Fit-out complete (Students)	Student spaces
	August 5	Student-facing IT integration	Student ID
August 5	Sept 2	Pre-arrival/Orientation planning	
May 14	Sept 2	Meet with other departments as needed	
August 31	September 2	Orientation	
	September 3	First Day of Class	
PHASE III – PROGRAM OPERATIONS AND FUTURE OPPORTUNITIES			
	Post Sept 3	Foundation Program Operations - ongoing	
	Sept 2025	Foundation Program Completion – Progression to U of A	
	TBD	DLI Application - if applicable	As growth permits
	TBD	Grad Program	