



CityLAB Project Agreement Fall 2022	
<p>The role of the project agreement is to document the expectations for the project, define objectives, clarify constraints or limitations, and outline responsibilities to ensure clarity for the project. CityLAB can help you and your partner complete this document, feel free to reach out for help! Email us at <a href="mailto:citylab@hamilton.ca">citylab@hamilton.ca</a></p>	
<p><b>*COVID-19*</b> As you plan for your project, please consider how it can be adapted to adhere to physical distancing regulations if needed. Taking some time to think through contingency plans with your partner will help ensure a successful and meaningful project, no matter the circumstances.</p>	
<b>Project Title:</b>	<b>Inclusion campaigns that work</b>
<p>Is this project continuing from a previous CityLAB project?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, what was the project title:</p>	
<b>City staff details</b>	<p>City staff name: Sarah Wayland Staff position: Senior Project Manager, Hamilton Immigration Partnership Council</p>
<b>Instructor and student details</b>	<p>Instructor name: Chuck Ma Course name: 410 Capstone Number of students: TBD (5 or 6) Student names (if known):</p>
<p><b>Project Description</b> (what is the problem you are trying to solve and what is the context?)</p> <p>If applicable, use the original challenge description found on <a href="http://www.citylabhamilton.com/challenges">www.citylabhamilton.com/challenges</a>. Please make any changes as needed or simply leave as is.</p>	<p>Hamilton Immigration Partnership Council is a community table that seeks to create a seamless settlement experience for immigrants in Hamilton. With partners from various sectors – including settlement, education, business, health, social services, municipal affairs, and persons with lived immigration experience – HIPC works to create a welcoming community with relevant and accessible services. Through this project, HIPC seeks to establish an inclusion campaign in Hamilton. Building on existing HIPC work, the key objective for a student team is to research what actions have been taken by other municipal</p>

	<p>jurisdictions or by postsecondary institutions in Canada, Australia and the US. Work will ideally include telephone interviews with up to five inclusion campaign leads to ascertain what worked well and learnings. The goal of this campaign is to expand beyond print/poster and to examine other engagement methods: events, workshops, actions by elected officials, etc. as well as evaluation. Upon compiling this environmental scan, students will develop a recommendation report identifying challenges and benefits from various approaches, outline lessons learned from other municipalities, and deliver a set of recommendations for HIPC to incorporate in their strategy.</p>
<p><b>Challenge summary</b> (summarize the challenge in plain language)</p> <p>If applicable, use the original challenge summary found on <a href="http://www.citylabhamilton.com/challenges">www.citylabhamilton.com/challenges</a>. Please make any changes as needed or simply leave as is.</p>	<p>How have other municipalities improved inclusion and measured progress, and which elements should be incorporated into a Hamilton campaign?</p>
<p><b>In Scope</b> (from original project description)</p> <p>Clarify the particular elements that you will be taking on in this project.</p>	
<p><b>Out of Scope</b> (optional)</p> <p>Clarify particular elements from original project description that this project won't take on.</p>	
<p><b>Background Research</b> (what research will be required to pursue the challenge?)</p>	<p>A number of organizations have expressed interest in participating in the actual campaign and may wish to be part of one or more student meetings (City of Hamilton Community</p>

	Initiatives, HARRC, HCLC, HPL, YWCA, HPS, Hamilton Spectator).	
<b>Communication with Staff</b>	Communication: Student representative to communicate with staff	
<b>Roles</b>	Students: Complete work as defined in project scope with persistence and professionalism. Flag any challenges to achieving project outcomes to both instructor and project champion and participate in troubleshooting any challenges that may arise.	
	City Staff:	
	Instructors: Teach teamwork and project management skills, provide weekly supervision and feedback on progress, help troubleshoot any challenges that may arise,. (Broadly, work with project champion to support students in successfully achieving project outcomes.)	
	Stakeholders (if applicable):	
<b>Project Deliverables, Timelines, and Strategic Priorities</b>	Alignment with City of Hamilton Strategic Priorities:	
<p>For the below table, please select all options that apply to your project. The dropdown boxes contain common checkpoints and milestones to help you envision the partnership. Please use the notes column for extra detail as needed and feel free to add in your own relevant items.</p>	<input type="checkbox"/> Community Engagement and Participation <input type="checkbox"/> Economic Prosperity and Growth <input type="checkbox"/> Healthy and Safe Communities <input type="checkbox"/> Clean and Green <input type="checkbox"/> Built Environment and Infrastructure <input type="checkbox"/> Culture and Diversity <input type="checkbox"/> Our People and Performance	
<b>Meetings and Draft Work</b>	<b>Notes</b>	<b>Date</b>
Choose an item.	Prior to September 9	
Class visit #1	5-7 minute introduction of CityLAB and project to students, remote via Zoom	September 9, 12:00PM-2:50PM

Group meeting with staff	Introductions, review and adjust project agreement (if necessary)	On the course syllabus, students are instructed to connect with project champion during the week of Sept 19th, and actually have the first meeting that same week or asap in the week of the 26th.
Group meeting with staff	Students share progress and obtain feedback and assistance if needed.	No specified date in syllabus; students are expected to initiate meetings as needed; but a mid-semester check-in is mandatory, somewhere around late October.
Students share draft work	Could be in a meeting, but could also be shared work in a document with an email response from the project champion.	Week of Nov 14 or earlier
Staff provides feedback	See above	
<b>Final Deliverables</b>		
Secondary Research (i.e. review of literature and finding information from books and online)		
Choose an item.		
Choose an item.		
Choose an item.		
<b>CityLAB Deliverables</b>		
Infographic and 3-minute Video		<b>November 29, 2022</b>
Presentation at Project Showcase		<b>December 2, 2022</b>
<b>Where will the work go and what will it be used for:</b>		

<b>CityLAB Deliverables and Semester Schedule</b>	
Project Agreements Due	September 12, 2022
Pre-Semester Student Survey link sent to faculty (to be completed by students)	September 16, 2022
Fall Mid-Semester Check-in (CityLAB and faculty)	October 17-21, 2022
Winter Project Showcase Materials Due	November 25, 2022
Winter Project Showcase	December 2, 2022



Student Exit Survey link sent to students	December 9, 2022
Project Data and Reports due (final day of Fall classes)	December 9, 2022
Exit Surveys sent to faculty and City staff (to be completed by staff and faculty)	December 16, 2022
Post-Project Check-in with City staff	January 9-20, 2023