



Committee/Working Group 2016 Implementation Plan

Committee/Working Group: WE&T Whole Building Career Lattice Working Group

Committee Description/Mission: The work of this committee is to support CEESP Goal 3.3: Identify workforce competencies in a logical and sequential order with levels indexed to existing industry credentials to support curriculum development of HVACR / WB educators.

Goal #1: Launch 2016 WE&T Whole Building Career Lattice Working Group				
Milestone	Owner	Deliverable	Due Date	Dependencies
1. Review and Update Working Group Roster	WHPA Staff and Chairs	2016 Working Group Roster	August 31, 2016	<ul style="list-style-type: none"> • Availability of WHPA Staff and Chairs • Willingness of members to participate in Committee
2. Hold 2016 Working Group Kick-Off Meeting	WHPA Staff, Chairs and Committee Members	Agenda and Meeting Minutes	August 31, 2016	<ul style="list-style-type: none"> • Availability of WHPA Staff, Chairs and Members
3. Review EC-approved SMART Goal Topics	WHPA Staff and Chairs	Discussion	August 31, 2016	<ul style="list-style-type: none"> • Availability of WHPA Staff and Chairs
4. Develop Draft SMART Goals	WHPA Staff and Chairs	Draft SMART Goals	August 31, 2016	<ul style="list-style-type: none"> • Availability of WHPA Staff and Chairs
5. Develop Draft Implementation Plan	WHPA Staff and Chairs	Draft Implementation Plan	August 31, 2016	<ul style="list-style-type: none"> • Availability of WHPA Staff and Chairs
6. Finalize SMART Goals and Implementation Plan	WHPA Staff	Final SMART Goals and Implementation Plan	September 30, 2016	<ul style="list-style-type: none"> • Availability of Chairs and Committee Members
7. Seek EC Approval of Implementation Plan	EC and WHPA Staff	EC Vote	September 30, 2016	<ul style="list-style-type: none"> • Time on September EC Agenda • Affirmative EC Vote to Approve

Goal #2: Develop a Technician Career Lattice (up to Associate's Degree) that Identifies and Indexes Knowledge and Skill Competencies for Utilization in any Educational Process Applicable to the Existing and Future HVACR & Building Performance Industry				
Milestone	Owner	Deliverable	Due Date	Dependencies
1. Review the report and the identified competencies in the "Review of HVACR Certification Programs in Southern California" as a possible foundation for developing the career lattice.	Chairs and Working Group Members	<ul style="list-style-type: none"> Report Posted to the WHPA Website Meeting Minutes Reflect Discussion Vote to use Competencies Identified in the Report as the Foundation 	September 30, 2016	<ul style="list-style-type: none"> Availability of Chairs and Committee Members
2. Identify HVACR educational providers offering technician credentials similar to the HVAC Excellence Employment Ready Air Conditioning, Gas Heat, Heat Pumps, Light Commercial Air Conditioning, and Light Commercial Refrigeration Certifications used in the "Review of HVACR Certification Programs in Southern California" report	Chairs and Working Group Members	<ul style="list-style-type: none"> List of HVACR Educational Providers 	September 30, 2016	<ul style="list-style-type: none"> Affirmative Vote to use Competencies Identified in the Report as the Foundation Availability of Chairs and Committee Members
3. Ask identified providers to: (1) compare their competencies with those identified as the foundation and (2) provide suggestions for additions and subtractions to the competency list.	Chairs and Working Group Members	<ul style="list-style-type: none"> Crosswalk identified HVACR educational provider technician credential competencies with HVAC Excellence Employment Ready list 	October 31, 2016	<ul style="list-style-type: none"> Availability of Chairs and Committee Members Other HVACR education providers' competency lists publicly available

4. Translate the final list of competencies into the existing career lattice model format developed in December 2015 by the WHPA Whole Building Education Committee.	Chairs, Working Group Members, and Staff	Excel-based Technician Career Lattice Developed	November 30, 2016	<ul style="list-style-type: none"> Availability of Chairs, Committee Members, and Staff
5. Approval of Career Lattice by Working Group	Chairs and Working Group Members	Approved Career Lattice	November 30, 2016	<ul style="list-style-type: none"> Completion of Lattice Availability of Chairs and Working Group Members Affirmative Working Group Vote to Approve
6. Approval of Career Lattice by WE&T Committee	Chairs, Working Group Members, and Committee Members	Approved Career Lattice	December 31, 2016	<ul style="list-style-type: none"> Completion and Acceptance of Career Lattice by WE&T Committee Availability of Chairs and Committee Members Affirmative Committee Vote to Approve
7. Approval of Career Lattice by EC Committee	Chairs and EC	Adoption of Career Lattice as a WHPA Approved Work Product	January 31, 2017	<ul style="list-style-type: none"> Time on Jan EC Agenda Affirmative EC Vote to Approve
8. Lattice Posted to Website	WHPA Staff	Posted to Website	January 31, 2017	<ul style="list-style-type: none"> Availability of WHPA Staff
9. Expand Career Lattice to include Higher Level Technical Occupations	Chairs and Working Group Members	Adoption of Extended Career Lattice as a WHPA Approved Work Product	2017	<ul style="list-style-type: none"> Availability of Chairs, Committee Members, and Staff