Work Plan Example for Connections: Overcoming the Digital Divide: Enhancing Computer Literacy for Rural Community College Students

Project Goal	Objective	Key Activities/Tasks	Timeline: Years 1-2	Responsibility	Deliverables/Milestones
Goal 1: Establish a fully equipped computer lab to reduce technology gaps for low-income and non-traditional community college students.	**Objective 1:** Reconfigure existing campus space to accommodate a 50-station computer lab within 60 days of Notice of Award.	**Activity 1:** Identify usable campus space. **Activity 2:** Bid procurement of 50 modern workstations and software. **Activity 3:** Acquire equipment and software.	**Year One** 60 days: Feb.- March 2027 90 days: March-May 2027 60 days: June-July 2027	• Campus Facilities Manager • Campus IT Director • Campus Procurement Manager	**Milestone 1:** Within 6 months of the Board executing a Grant Award Agreement, Lakota Community & Tribal College will have a new computer lab.
	Objective 2: Complete the physical and digital setup of the computer lab within 180 days of Notice of Award.	**Activity 1:** Install necessary electrical and fiber connections. **Activity 2:** Complete installation. **Activity 3:** Test equipment and internet.	**Year One** 45 days: May-June 2027 30 days: July 2027 30 days: July 2027	• Certified Electrical Contractor • Certified Satellite Contractor • Campus IT Team	**Milestone 2:** By the beginning of the Fall semester (August 24, 2027), Lakota students will have 50 new computer stations, software, and internet access.
Goal 2: Design and deliver a digital literacy certification curriculum that equips rural students with essential office, cybersecurity, and data navigation skills.	**Objective 1:** 4 key college faculty will participate in professional development to design a standardized curriculum that meets the requirements for IC3 Digital Literacy Certification by CertiPort.	**Activity 1:** Lakota faculty will attend a 3-week CertiPort Training Academy to learn how to prepare students. **Activity 2:** Faculty will meet with other CertiPort-certified instructors to adopt Best Practices.	**Year One** April 2027 April-August 2027	• Two IT faculty • One Adult Basic Ed faculty • One Curriculum & Instructional Design faculty	**Milestone 3:** Lakota College will publish an IC3 Digital Literacy Certification in the Winter 2028 catalog. **Milestone 4:** Lakota students will be able to enroll in IC3 Certification courses by Dec. 2028.
	Objective 2: 4 faculty will contextualize the IC3 Certificate to Advanced Manufacturing.	**Activity 1:** Faculty will collaborate with key industry partners for feedback.	**Year One** April- August 2027	•Faculty from IT, Adult Basic Ed, Curriculum Design •Ford Motor Co. and Maco Industries reps	**Milestone 5:** Lakota's IC3 Certification will be fully contextualized to Advanced Manufacturing.
Goal 3: Promote and provide opportunities for virtual entry-level job training skills and industry certification to increase employment opportunities for Lakota students.	**Objective 1:** Premiere the new lab to students, community and tribal members, social media platforms, and local industry.	**Activity 1:** Host on-site and virtual Open Houses to showcase the facility. **Activity 2:** Highlight new facility with virtual online tours on college website.	**Years One-Two** September – December 2027, continuing through February 2028	• College IT faculty • Ford Motor Co. and Maco Industries reps	**Milestone 6:** By the end of Spring semester, May 23, 2028, 60 % of Lakota College students will have fulfilled the requirement to use the lab.
	Objective 2: Award 45 IC3 Certifications by August 2028.	**Activity 1:** Require all enrolled FT students to use the lab at least 20 hours per semester.	**Years One-Two** September – December 2027, continuing through February 2028	• College faculty and Student Support Services staff • College Web Designer	**Milestone 7:** By the end of Fall semester, December 2028, 90% of Lakota students will have used the lab.