

Honouring Each Other: April-June 2024 Workplan

Proposed RACI Matrix¹ for Year One of Honouring Each Other

The following chart outlines the “Year One: Develop and Pilot Goals” for *Honouring Each Other Strategy*. It outlines which office is responsible for a project or task and timelines for completion.

| Task | Timeline | Due | Responsible | 90 Day Actions |
|--|--------------------------------------|-----------------------|--------------------------------------|--|
| Foster hybrid spaces for ongoing learning at Department of Equity and Inclusive Communities (EIC) | Ongoing | N/A (work is ongoing) | CUSASC/EIC in partnership with OVPSE | <ul style="list-style-type: none"> Continue to offer two SV Response and Prevention trainings through the Student Support Certificate program |
| Create a peer-education program for continually responsive and innovative public education programming | April 2023-March 2024 for pilot year | Complete | CUSASC | <ul style="list-style-type: none"> Hired 4 Consent Peer Educators to create relative and innovate programming and education |
| Collaboration opportunities focused on bringing education and awareness to various community members | Ongoing | Ongoing | CUSASC | <ul style="list-style-type: none"> Work with other PSIs on collaborations like “We Deserve Healing Not Harm,” keynote speakers, and other online events |

¹ <https://www.cio.com/article/2395825/project-management-how-to-design-a-successful-raci-project-plan.html>



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| Expand services to match intersectional needs, including more support groups for diverse lived identities. | September 2023-March 2024 | Complete for 2023-2024 | CUSASC and the Sexual Assault Support Centre of Ottawa | <ul style="list-style-type: none"> • Offer closed support groups for survivors throughout the academic year • Seek outside expertise when necessary to help create services • Explore providing additional closed support groups for the 2024-25 academic year based on feedback from participants |
| Create learning outcomes and assessment in collaboration with evaluation professionals | Ongoing | Complete | CUSASC with SVPEC | <ul style="list-style-type: none"> • Worked with external evaluator to create two education evaluation tools for CUSASC: a pre-learning assessment and a post-training evaluation |
| Rebrand public awareness campaign #CuriousAbout to #ConsentAwareness Week 2024 | April-June 2024 | June 2024 | CUSASC | <ul style="list-style-type: none"> • Begin planning to rebrand Fall campaign to Consent Awareness Week. Prepare communications plan to go out to wider community. • Continue to work closely campus partners to further enhance the commitment to consent cultures reflected in programming like Orientation Week • Build on existing commitments to develop new initiatives that position Carleton as a leader in consent cultures on campus |



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Honouring Each Other 30/60/90: April-June 2024

The following chart provides an outline of the next 90 days of implementation of *Honouring Each Other*.

| Phase | Timeline | Action |
|---|-------------------|---|
| Development and Visioning  | Days 1-30 (April) | Development and Visioning <ul style="list-style-type: none"> • Wrap up Consent Educator Program for fiscal year • Wrap up survivor support groups for 2023-24 academic year |
| | | Review of financial resources <ul style="list-style-type: none"> • Outline budget for each project • Allocate resources for upcoming 2024-25 campaigns and programming |
| Review and Updating  | Days 30-60 (May) | Continuation of strategic actions <ul style="list-style-type: none"> • Continue community collaborations with others PSIs and community organizations • |
| | | Begin analytic review <ul style="list-style-type: none"> • Review EDI Action Plan for strategic alignment actions |
| Iteration | Days 60-90 (June) | Community Update <ul style="list-style-type: none"> • Prepare next 90 Day Workplan |

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|  | | <p>Collective Actions</p> <ul style="list-style-type: none"> • Finalize communications plan and programming for Consent Awareness Week 2024 • Review training feedback and learning assessment forms from training evaluations • Continue community collaborations for Take Back the Night 2024 |
| <p>Reflecting</p>  | <p>Days 90+ (Fall 2024)</p> | <p>Action:</p> <ul style="list-style-type: none"> • Launch Consent Awareness Week 2024 • Prepare for Fall Orientation 2024 • Update task list • Update 30/60/90 for next phase of work <p>Financial review</p> <ul style="list-style-type: none"> • Check in on budget items for 2024-25 fiscal year |