

Ministry of International Trade

Corporate Initiatives and Multiculturalism Division

**Chinese Historical Wrongs
Legacy Initiative**

Celebration Book

Draft Project Plan

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Note: *This project plan is provided for information purposes only. The Legacy Initiatives Advisory Council will review this draft and provide feedback to Government.*

1. Project Description

This project addresses the Chinese Historical Wrongs Consultation Final Report recommendation to produce a full-colour book which profiles the contributions of notable Chinese British Columbians.

The Ministry of International Trade (MIT) will lead and manage this project directly with an estimated budget of \$150,000. A contractor selected through an open invitation process (RFP on BC Bid) will design and develop the book which will be publicly available in Summer 2015. The Queen's Printer will print the book which will be distributed to cultural centres, libraries and schools throughout the province. The electronic version will be available on the new historical wrongs website.

The Legacy Initiatives Advisory Council (Advisory Council) will serve an advisory role in regard to the selection of themes and profiled notable Chinese British Columbians.

This project is the inspiration and result of the Chinese Historical Wrongs Consultation, where many participants expressed the importance of recognizing and acknowledging the diverse contributions of Chinese British Columbians – past and present – to the province's prosperity. The book will serve as a lasting celebration of individual accomplishment and a community's contribution to British Columbia.

2. Project Objectives

The following are the objectives for the project:

- To celebrate the contributions of Chinese British Columbians to the diversity and prosperity of the province.
- To provide an opportunity for the experiences of Chinese British Columbians to be shared through the telling of their personal stories.

3. Project Scope

The scope of this project encompasses the following:

- The design and development of the book, including the materials to be incorporated into the book, such as text, pictures, graphics and photographs.
- The selection of individual stories to be profiled in the book.
- The printing and the distribution of the book.

4. Project Plan

4.1 Project Process

This project will involve working with the contractor to ensure that there is a process of planning and collaboration with partners, including the Advisory Council, Chinese communities throughout B.C. and other community partners.

With advice from the Advisory Council and the contractor, MIT will be responsible for finalizing the content of the book for production by the Queen's Printer.

4.2 Project Organization

The organizational structure for this project is as follows:

Project Sponsor: Deputy Minister, MIT

Project Advisors: Advisory Council

Project Team: MIT Project Manager, Contractor, Government Communications and Public Engagement, Queen's Printer

4.3 Project Components

The following are the key activities and deliverables for the project and the organization that is responsible.

Activity/Deliverable	Responsibility
Review of project plan	Advisory Council
Development and posting of RFP	MIT
Selection of contractor and announcement of initiative	MIT
Advice in regards to book content	Advisory Council
Approval of book content	MIT
Design and development of book, which includes research, interviews , photography sessions and materials to be incorporated into the book	Contractor
Approval of book	MIT
Printing and distribution of book	Queen’s Printer

5. Partner Involvement

A number of partners outside MIT will be engaged with this project. As the project progresses, additional partners may be identified.

Partner	Involvement
Contractor	<ul style="list-style-type: none"> Responsible for the development and design of the book
Advisory Council	<ul style="list-style-type: none"> Receive project information and provide feedback Advisory role in regards to book themes and individual stories Provide information to and receive feedback from the Chinese Canadian community
Chinese benevolent associations and other organizations	<ul style="list-style-type: none"> Receive project information and provide feedback through the Advisory Council
Individual story contributors	<ul style="list-style-type: none"> Agree to be profiled in book Make themselves available to contractor for interviews and photographs
Queen’s Printer	<ul style="list-style-type: none"> Assist in formatting and template for book Responsible for printing and distribution of book
Government Communications and Public Engagement	<ul style="list-style-type: none"> Assist in external communication Point of contact for any questions from the media or the public

6. Project Management

The MIT Project Manager is responsible for managing all aspects of the project including:

- maintaining the overall project plan and monitoring and recording progress;
- organizing and conducting project team status meetings;
- preparing project status reports for the Advisory Council and Project Sponsor;
- identifying issues and making recommendations to the Advisory Council and the Project Sponsor;
- providing quality assurance for all documents and deliverables.

The MIT Project Manager is responsible for project communications within the project teams and other project partners. This includes keeping the teams up-to-date with project plans and progress.