

**Ministry of Advanced  
Education and Skills  
Development**

**Ministère de l'Enseignement  
supérieur et de la Formation  
professionnelle**



Program Delivery Support  
Branch

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**MEMORANDUM TO:** Employment Ontario Service Providers Submitting  
2017-18 Program Business Plans in SP Connect

**FROM:** Jennifer Barton  
Interim Director, Program Delivery Support Branch

**DATE:** December 9, 2016

**SUBJECT:** **Employment Ontario 2017-2018 Business Planning**

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**OBJECTIVE:**

The purpose of this memorandum is to provide Employment Ontario organizations with updated information about the 2017-2018 business planning process. As you are aware, our historical practice has been to launch EO business planning in early fall. Due to operational considerations, the launch of the 2017-2018 EO Business Planning process is occurring later than planned. In recognition of the release date, we have extended the submission deadline to January 13, 2017.

We would also like to let you know that the business plan template for the Canada-Ontario Job Grant will be made available to service providers through Service Provider Connect in the very near future.

Thank you for your ongoing patience.

**HIGHLIGHTS OF THE 2017-2018 EO BUSINESS PLANS:**

As was the case for the 2016-2017 fiscal year, submission of 2017-2018 EO Business Plans will be supported by SP Connect for the following programs:

- Employment Service, Literacy and Basic Skills Service Delivery (with e-Channel), Literacy and Basic Skills Support Organizations, Youth Job Link, Youth

Job Connection/Summer, Local Boards, Ontario Employment Assistance Services and Canada-Ontario Job Grant Service Provider Transfer Payment.

A few points to keep in mind:

- The SP Connect user interface and submission process for service provider, as well as the content of business plans remain largely unchanged from 2016-2017. However, some minor edits-enhancements have been made to specific business plan templates.
- Business plan instructions will also be made available on the EOPG as of December 1st and will be posted as per your program area.
- Please note that program specific business plans for the 2017-2018 fiscal year will be released in phases. Due to operational considerations, the following business plans will be released as follows:

Phase I will include:

Employment Service (ES)  
Literacy and Basic Skills Service Delivery/Support Organizations  
Youth Job Connection/Summer (YJC/S)  
Youth Job Link (YJL)  
Local Boards (LB)  
Ontario Employment Assistance Services (OEAS)

Phase II will include:

Canada-Ontario Job Grant (COJG)

## **BACKGROUND:**

The purpose of the business planning process is for you to plan how your organization will achieve its targets and deliverables within budget and within an annual business management cycle beginning April 2017 and ending March 2018.

The annual business planning process enables you to:

- effectively manage the ongoing success of your organization
- understand the results you have achieved to date
- understand the cause of those achieved results
- develop strategies for improvement, and adjust those strategies on an ongoing basis.

Once completed, your business plan will inform the responsibilities and targets that will be set out in the appropriate schedule for your 2017-2018 transfer payment agreement.

## **NEXT STEPS:**

If your organization has any questions about the business planning process, please contact your employment and training consultant.