ONCAT-Funded Pathway Development Projects:
Final Report Guidelines

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This guide is intended to support project leads in preparing the Final Reports for ONCAT-funded Pathway Development Projects. Generally speaking, our aim is to have Final Reports align with the two main goals of Pathway Development Projects.

The first goal of Pathway Development Projects is to create a pathway or pathways that will (if possible) be implemented and made available, thus providing students with increased opportunities and ease of mobility in the postsecondary education sector in Ontario.

The second goal of Pathway Development Projects is to provide a resource for others who will be developing pathways in the future. Your Final Report will be posted on the ONCAT website to be shared with your partners in the sector. To allow others to fully understand the steps you followed and guide those who may wish to undertake similar projects, it is important that the report communicates clearly and in detail the methodology employed in your project. Therefore, the Final Report is expected to be a lengthy and detailed document.

Final Report Overview

Below you will find a list of elements that should typically be included in the Final Report, followed by a detailed explanation of what would be included in each element. We understand that each project is unique and may not follow this exact template; however, this should list should be helpful in guiding your report-writing. If you feel that sections do not apply to your Final Report, do not feel obligated to replicate the template exactly. Similarly, if there are aspects of your project that are not captured in any of these sections, please feel free to include what you deem appropriate to your project. ONCAT is here to support your project, so do not hesitate to contact your ONCAT Project Officer with questions or concerns. You are welcome to submit your report in French and/or English.

1. Title Page
2. List of Participants and Partner Institutions
3. Table of Contents
4. Executive Summary
5. Project Purpose and Goals
6. Pathway Development
   a. Methodology
   b. Program comparison and analysis
   c. Implementation process and timelines
7. Summary of Pathway(s) Created

8. Promising Practices and Lessons Learned
9. Financial Report (as a separate document)
10. Appendices

Final Report Details

1. Title Page

The title page should include the following information: title of the project, project number, name of the report author(s), and date of submission. The title page may contain the logos of the institutions involved in the project as well as the ONCAT logo, which we can supply to you upon request.

2. List of Participants and Partner Institutions

Please list all individual participants and partner institutions. As the Final Reports will be posted on the ONCAT website, it is helpful to have contact information for at least one of the principle author(s) should other members of the community wish to obtain further information.

3. Table of Contents
Final Reports can be lengthy, so the inclusion of a table of contents makes finding specific sections easier for the reader.

4. Executive Summary

This section should be one to two pages and aim to provide the reader with a clear and succinct overview of the project goals and accomplishments. The information could include participating institutions, main goals of the project, and the key findings and results.

The Executive Summary will be posted on the ONCAT website alongside the full version of the Final Report. As such, please submit the Executive Summary as a separate document and include it within the Final Report.

5. Project Purpose and Goals

This is a brief section that gives the main purpose statement for what the project hopes to achieve along with a list of the project's primary goals. It might be helpful to include the context, background for the project, or motivating factors.

6. Pathway Development

In keeping with the goal that your Final Report will be a resource for future projects, this section should contain an extensive description of your methodology and program comparison and analysis.

a. Methodology

The process for each pathway development project varies depending on the types of pathways that are being created and institutions involved. We understand the unique nature of this process; hence, all that can be provided here are general guidelines as to what should be included in the methodology section.

Here you should outline the step-by-step process taken in order to develop the transfer pathway(s) and any related curriculum or bridging programs. This will be helpful to future pathway development projects that may wish to use your methodology as a basis for their own process.

This section may include information about the sequence of meetings that were held and what was accomplished at each, the type of stakeholders that were involved in the project (e.g., faculty, curriculum planners, registrarial staff, program coordinators, students, etc.), and major milestones and timelines. You may also include standards of accreditations bodies that were involved in the analysis of the pathway development. It will also be helpful to include any tools and templates that were developed.

b. Program comparison and analysis

To help other institutions moving through a similar process, gap analysis is a key resource in helping to build a clear picture of program development. Please provide a detailed description of any and all program comparison and bridging development. Your report will be a resource for future project teams and therefore a detailed description of the work involved will build a better picture of the entire process and give readers a basis for how to approach the development of pathway(s).

Please indicate the sources of information you used in order to compare the relevant programs (i.e., program standards, learning outcomes, the Ontario Qualifications Framework, and/or the Undergraduate Degree Level Expectations (UDLEs)). You may also include standards of accreditations bodies that were involved in the analysis of the pathway development. It is important to be as specific as you can when outlining the information.

Here are some key questions to consider when writing this section.

- What criteria did you use to compare and evaluate the credentials that you were trying to develop a pathway between: e.g., how did you conduct your gap analysis?
- How was inter-departmental and inter-institutional collaboration facilitated?
- How did you determine the appropriate entry point for the pathway?

- Was bridging determined to be a requirement? If so, how did you develop the bridging program?

c. Implementation process and timelines

Please provide an overview of the approval processes at the different institutional levels. It will be helpful to have this information summarized in a table with potential roll-out dates. Specific details should appear in the appendix.

Here are some key questions to consider when writing this section.

- Has the approval process affected the implementation timeline?
- Are you still awaiting approvals? If so, please factor these into the timelines when submitting to ONCAT.

7. Summary of Pathway(s) Created

This should be a brief section providing a summary and highlights of pathway(s) created. Specific details should appear in the Pathway Template. The Pathway Template will be provided when a reminder for the Final Report submission is sent from the ONCAT Project Officer.

8. Promising Practices and Lessons Learned

This section shares any promising practices your team might have developed during the process of creating a pathway or pathways. You could also include any insight on learning over the course of the project or any challenges you might have faced. This could assist others with goal-setting and managing expectations.

Not every project is successful in achieving all the goals originally set out to meet. Projects that do not result in a completed pathway are still a valuable resource to future project leads. As such, it is helpful to clearly articulate both what worked and did not work in your project, as well as promising practices and lessons learned.

9. Financial Report

As part of our project management role, we need a clear understanding of the spending pertaining to the project. Please submit a detailed financial report outlining all spending related to the project. This should reflect actual spending and not be a replication of the original budget. The financial report should be submitted as a separate document.

As was mentioned in the Pathway Development Handbook, you should monitor your spending throughout the project. If it becomes apparent that you may not need to expend the full amount of funding as outlined in the original budget, please let your Project Officer know as soon as possible so that ONCAT can factor this information into our overall financial planning. Any unused funds must be returned to ONCAT.

10. Appendices

Any additional information that is relevant to the project can be attached as an appendix. Please be sure to include appendices in the table of contents.