

# Solutions Labs: Project Details – Statement of Work

Phase	Key Activities	Deliverables/Outputs (D- KP-KD)*	Duration (Start/Finish)	CMHC Contribution
<b>Phase 1: Definition</b> – establish scope and confirm problem and/or re-frame problem				
<b>Lab Phase 2: Discovery</b> – generate insight through data and lived experience; understand the current state of the issue based on a range of research methodologies				

\*D refers to a deliverable that will be created as part of the lab but is not shareable, includes detailed workplans, partner agreements, knowledge promotion and communications strategies, etc.

KP refers to Knowledge product intended for public sharing/consumption.

KD refers to Knowledge dissemination tactics/activities including but not limited to social media posts, promotion and awareness activities, creation of website, videos newsletters etc.

Duration refers to the length to complete a specific phase of the Lab. Given the Lab can not begin until a Contribution Agreement is negotiated and signed we recommended identifying the length of the phase for the application and specific dates can be confirmed and included in a signed contribution agreement schedule.

To request an alternate format, please contact us at:

1-800-668-2642  
[contactcentre@cmhc.ca](mailto:contactcentre@cmhc.ca)

700 Montreal Road,  
 Ottawa, ON K1A 0P7



Phase	Key Activities	Deliverables/Outputs (D- KP-KD)*	Duration (Start/Finish)	CMHC Contribution
<b>Lab Phase 3: Development</b> – co-develop new ideas through Solutions Lab stakeholder input				
<b>Lab Phase 4: Prototype &amp; Test/Delivery</b> – test and refine solutions co-developed in the lab				

\*D refers to a deliverable that will be created as part of the lab but is not shareable, includes detailed workplans, partner agreements, knowledge promotion and communications strategies, etc.  
 KP refers to Knowledge product intended for public sharing/consumption.  
 KD refers to Knowledge dissemination tactics/activities including but not limited to social media posts, promotion and awareness activities, creation of website, videos newsletters etc.  
 Duration refers to the length to complete a specific phase of the Lab. Given the Lab can not begin until a Contribution Agreement is negotiated and signed we recommended identifying the length of the phase for the application and specific dates can be confirmed and included in a signed contribution agreement schedule.

Phase	Key Activities	Deliverables/Outputs (D- KP-KD)*	Duration (Start/Finish)	CMHC Contribution
<b>Lab Phase 5: Roadmap to scale</b> – communicate clear path to solution implementation and scaling				
<b>Additional Phases As required</b>				

\*D refers to a deliverable that will be created as part of the lab but is not shareable, includes detailed workplans, partner agreements, knowledge promotion and communications strategies, etc.  
 KP refers to Knowledge product intended for public sharing/consumption.  
 KD refers to Knowledge dissemination tactics/activities including but not limited to social media posts, promotion and awareness activities, creation of website, videos newsletters etc.  
 Duration refers to the length to complete a specific phase of the Lab. Given the Lab can not begin until a Contribution Agreement is negotiated and signed we recommended identifying the length of the phase for the application and specific dates can be confirmed and included in a signed contribution agreement schedule.