

2020 Strategic Planning Process Timeline			
Planning Team Lead: Carol Rhodes			
Planning Team: Kevin Applewhite, Anthony Bowne, Stephanie Browning, Todd Guess, Sara Humm, Leigh Kottwitz, Megan McConachie, Toni Messina, Shreya Mukerji, Jordan Payne, Leland Rehard, Rebecca Roesslet, and Camille Roland			
Planning Consultant: Carolyn Sullivan, New Chapter Coaching			
		Point Person	Status
September, 2019	Gather and Analyze Data (Trend Statement Working Group)	Chapdelaine	
August 9, 2019	Power Business Intelligence Demo to Planning Team	Hubble/Fisher	
August 23, 2019	Provide comments to Carol on timeline	Planning Team	
Ongoing until 9/9/19	Gather and analyze data	Chapdelaine	
	Review other city plans	Chapdelaine	
	Create inventory of city plans; align with existing strategic priorities	Messina/Mukerji	
	Compare focus group and citizen survey data	Chapdelaine	
September 9, 2019	Draft trend statements submitted to Planning Team	Chapdelaine	
September 13, 2019	Draft trend statements presented to Planning Team	Chapdelaine/Guess/Rehard	
	Feedback provided to Working Group	Planning Team	
September 30, 2019	Trend statements finalized and returned to Planning Team	Chapdelaine	
September, 2019	Publish Vision Commission Report on Focus Groups		
September 16, 2019	Report shared with Planning Team	Messina	
	Report presented to City Council	Vision Commission/Messina	
Week of 9/16/19	Report sent to Focus Group participants	Rhodes	
October, 2019	Organize and Convene First Staff Retreat (10/17)		
August 16, 2019	Discussion of vision of success, etc.	Planning Team	
	Discussion of invitation list	Planning Team	
	Location secured	Rhodes	
	Date finalized	Sullivan/Rhodes	
September 5, 2019	Preliminary agenda for first staff retreat presented to Planning Team	Sullivan	
	Feedback provided on first staff retreat agenda	Planning Team	
	Invitation list for first staff retreat presented to Planning Team	Rhodes	
	Invitation list for first staff retreat reviewed and finalized	Planning Team	
	Employee survey questions/proposed process presented to Planning Team	Kottwitz	
	Plans for employee survey deployment at staff picnic finalized	Planning Team	
September 12, 2019	Staff picnic: collect employee survey results	Kottwitz, Humm, ?	
Week of 9/16/19	Compilation/analysis of employee survey results	Rhodes	
September 16, 2019	Strategic planning process & timeline presented to Council (approval secured)	Rhodes/Glascock	
September 16, 2019	Invitations sent to participants (retreat and orientation)	Rhodes	
September 16, 2019	Retreat agenda finalized	Sullivan	
October 3, 2019	Orientation for participants who need it	Sullivan/Planning Team members	
	Food ordered for retreat	Rhodes	
October 10, 2019	Name tags generated for participants	Rhodes	
	Trend statements and agenda sent to participants	Rhodes	
Day of event	Deploy retreat plan	Sullivan/Planning Team	
Day after event	Send online evaluation to retreat participants	Sullivan	
Week after event	Report to Council on retreat/decisions re: strategic priorities	Glascock	
Two wks after event	Compile/share evaluation results with Planning Team	Sullivan	
November, 2019	Organize and Convene Community Session on Funding (11/7, 11/12, 11/14)		
August 9, 2019	Discuss world café/civic spending exercise with Planning Team	Sullivan/Rhodes	
Week of 8/12/19	Research civic spending exercise	Humm/McConachie	
	Discuss civic spending exercise idea with John Glascock (approval secured)	Humm/McConachie	
August 29, 2019	Form internal team to design exercise and educational segment	Humm/McConachie	

		Point Person	Status
September 13, 2019	Present proposed agenda & draft of exercise to Planning Team	Humm/McConachie/Sullivan	
	Discuss transportation, child care, food/beverages/accomodations	Planning Team	
September 30, 2019	Dates selected	Rhodes	
	Locations secured	Rhodes	
	Communications plan prepared	Humm	
	Invitations prepared (request registration)	Rhodes/Humm	
Week of 10/7	Begin publication of event	Humm	
	Extend invitations to participants	Rhodes	
	Coordinate pre-event registration of participants by staff	Rhodes	
Until date of event	Deploy communications plan	Humm	
Week before event	Create and distribute facilitators agenda	Sullivan	
Week before event	Send event reminder to residents who've registered	Rhodes/Sullivan	
Day before event	Send event reminder to residents who've registered	Rhodes/Sullivan	
Day of event	Deploy event plan	Sullivan/Planning Team	
Week after event	Report to Council about session/residents' feedback on funding	Glascok	
December, 2019	Organize and Convene Second Staff Retreat (12/12)		
October 18, 2019	Planning Team debriefs first retreat	Sullivan/Planning Team	
	Planning Team discusses vision of success	Sullivan/Planning Team	
November 1, 2019	Planning Team reviews preliminary agenda	Sullivan/Planning Team	
	Date finalized	Rhodes	
	Location secured	Rhodes	
Week of 11/4/19	Invitations sent to participants	Rhodes	
	Retreat agenda finalized	Sullivan	
	Food ordered for retreat	Rhodes	
	Name tags made for participants	Rhodes	
Week before retreat	Retreat agenda and other materials sent to participants	Rhodes/Sullivan	
Day of retreat	Deploy retreat plan	Sullivan/Planning Team	
Day after retreat	Send online evaluation to participants	Sullivan	
Two weeks later	Compile/share evaluation results with Planning Team	Sullivan	
Dec-Jan	Finalize Draft Strategic Plan		
Week after Dec retrea	Review/supplement language in draft plan	Planning Team	
	Prepare draft plan for publication/presentation to Council	Messina/Humm	
January 22, 2020	Develop plan to deploy plan to stakeholders	Humm	
	Share plan with Planning Team	Humm	
January 29, 2020	Provide draft plan to City Mgr to provide to Council	Rhodes	
	Upload plan to Granicus	Rhodes	
	Share plan with Planning Team	Humm	
February 3, 2020	Present draft plan to City Council at Pre-Council/Council input	Rhodes/Glascok	
February 17, 2020	Resolution Adopting Strategic Plan to Council	Rhodes/Glascok	
Day after approval of plan by Council		Humm	
	Communicate to workforce, residents, other stakeholders about plan/sta	Glascok	
	Next Steps		
Jan-Mar	Establish Effective Performance Management System		
Jan-Mar	Build Out Strategic Plan and Accompanying Work Plans		