

Timeline – 6 months

<i>Phase</i>	<i>Key Dates</i>
Prepare, Part 1	
Determine proposed role for facilitator, consultants Identify process of selecting facilitators Create timeline: Identify who to involve at each step Identify when, how to get community input/ feedback Brainstorm data/info that would be helpful to process, and how to collect Identify who to contact in/involve from PEG, community media center groups Identify other stakeholders—who else needs to be involved and when	By August 13
Outcome of Preparation Phase A: Board approval of plan to plan	August 16
Prepare, Part 2	
Establish page on website to communicate strategic planning process/ progress Communicate to key publics: Process is happening Purpose Timeline When community forums/survey/input will happen Gather, summarize, synthesize existing data Summarize organizational history, accomplishments, Hire/contract facilitator	August 17- September 29
Outcome: Materials sent to participants in advance of retreat	September 30
Articulate	
At retreat Discuss visions for future Examine current mission Review Access Tucson history and accomplishments, summary of data Discuss current political, economic, social, and technological trends (PESTs) Identify and discuss strengths, weaknesses, opportunities, and threats (SWOT analysis) Identify and prioritize critical issues	October 6
Outcome: Raw information for planning committee to begin summarizing and synthesizing	

Assess	
Summarize retreat/ write retreat report Research and examine at other models Determine what other info we need to collect Update website and use other means to communicate progress to key publics Host focus groups/town halls as appropriate Conduct surveys, as needed/appropriate Write first draft of the first sections of the damn thing Summarize and synthesize new data for second retreat Identify places where expertise/ expert consultants could be useful	October 8-26
Outcome: Materials sent to participants in advance of retreat	October 26
Identify	
At retreat: Discuss critical issues/ future scenarios Identify strategic initiatives/directions Identify and discuss goals/objectives for each initiative	November 3
Outcome: Rough draft of initiatives, goals for planning committee to refine	
Write	
TASKS/ STRUCTURE OF PLAN TO BE ADDED Town hall/ community forum to present draft initiatives, goals for feedback (?)	November 5- December 30
Outcome: Draft present to board for review, feedback	January 10
Review feedback and rewrite	January 11- February 5
Final plan present to board for approval	February 14