| **Task** | **Completion Date** | **Who’s Responsible?** | **Done?** |
| --- | --- | --- | --- |
| **Task 1: Preparation for Workgroup Meetings**1. Schedule meeting dates for workgroups
 | 11/16/16 | [ person x] | X |
| 1. Schedule meeting rooms for workgroups
 | 11/28/16 |  | X |
| 1. Send an email to Bureau Heads to recruit DPH staff for workgroups:

|  |
| --- |
| o   List the workgroup/focus area names |
| o   Request 3 – 5 volunteers per workgroup |
| o   List meeting dates and times |
| o   Request names of volunteers by 12/14 |
|  |

 | 12/2/16 |  | X |
| 1. Send reminder email to Bureau Heads to send a list of workgroup volunteers to Jane Doe 1
 | 12/12/16 |  | X |
| 1. Compose welcome email to workgroup for Jane Doe 2 to review
 | 12/12/16 |  | X |
| 1. Send welcome email to volunteers for each workgroup thanking them for their participation & providing brief information about the workgroup
 | 12/21/16 |  | X |
| 1. Send Outlook appointments to workgroup members for the four meetings
 | 12/22/16 |  | X |
| 1. Develop sample hierarchy for strategic plan with 1 -2 goals, objectives & strategies for your workgroup’s focus area, & share with Jane Doe 1 & 2 for review
 | 1/6/16 |  | X |
| 1. Develop timeline for each workgroup
 | 1/6/16 |  | x |
| **Task 2: Develop plan for conducting Key Informant Interviews**1. Identify key informants to interview (1 – 2 in each priority area)
 | 12/19/16 |  |  |
| 1. Set up appointments to interview key informants via telephone or in-person
 | 12/19/16 |  | x |
| 1. Develop questions for key informant interviews
 | 12/19/17 |  | X |
| 1. Complete all interviews (by workgroup meeting #2, if possible)
 | 1/19/17 |  | x |
| 1. Develop notes based on interviews to share with workgroups with key informants’ distilled ideas
 | 1/23/17 |  | X |
| **Task 3: Hold Workgroup Meetings**1. Facilitate four workgroup meetings for each workgroup (12/5/16 – 3/1/17)
* Do follow-up work after each meeting
* Debrief with internal Program A team at weekly Strategic Plan prep meetings
 | 3/1/17 |  | X |
| 1. Research PHAB requirements for Strategic Plan
 | 3/10/17 |  |  |
| **Goals, Objectives, Strategies**1. Draft email to workgroups with instructions to provide final suggestions/edits
 | 3/7/17 |  | X |
| **Goals, Objectives, Strategies**1. Incorporate suggestions from fourth meetings into each workgroup’s handouts and send to workgroups for final review
 | 3/10/17 |  | X |
| 1. Continue to develop goals, objectives and strategies for each focus area
 | 3/10 – 3/17/17 |  | X |
| 1. Receive final suggestions and comments from workgroup members and incorporate into the version developed by Planning
 | 3/17 & 3/20 |  | X |
| 1. Review goals, objectives and strategies for each priority area for overall view to move and/or combine as needed
 | 4/4/17 |  | x |
| **Task 4: Develop Draft Goals, Objectives, Strategies**1. Finalize draft goals, objectives and strategies based on meeting with w/ Jane Doe #3 and #4
 | 4/13/17 |  | x |
| 1. Program A figures out the right “lead(s)” for each focus area, who will work with us to edit/finalize the goals, objectives and strategies for a particular focus area
 | 4/17/17 |  |  |
| 1. Program A sends draft goals, objectives and strategies to all leads for their review
 | 5/15/17 |  |  |
| 1. Program A meets with all leads to discuss their suggested edits to the goals, objectives, strategies
 | 6/15/17 |  |  |
| 1. Program A revises the goals, objectives, and strategies to reflect input from the leads
 | 7/1/17 |  |  |
| 1. Finalize draft develop goals, objectives and strategies for each focus area and sends to DPH Director for review
 | 7/15/17 |  |  |