| **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 |  |  |