

## MTC Annual Strategic Planning Calendar

(Adopted 12-11-2013)

### July – Annual Meeting

Steering Committee meeting (in person):

- Receive and approve reports from project team(s) for project(s) newly completed
- Update Communications Plan to reflect prior year's accomplishments and ensuing year activities.
- Identify leaders – Steering Committee chair; outreach project chair; steering committee members
- Steering Committee reports to Executive Committee and Commission about strategic planning activities and accomplishments from the preceding year.
- "Kick-off" for project(s) approved for the upcoming fiscal year.

### December –Executive Committee meeting

Steering Committee meeting (in person):

- Update high level environmental scan – engage Executive Committee in scan
- Review MVVG – any adjustments to goal areas?
- Review progress for project(s) currently underway
- Identify goal area(s) for priority focus in next fiscal year
- Notify staff and committees of priority focus area(s), solicit project proposals (deadline late March)

### March – Spring Committee meetings

- Update environmental scan for program areas with committees [need to identify which program areas – audit, uniformity, nexus, litigation]
- Deadline for proposals for submission of project proposals to be commenced in next fiscal year; proposals should include estimate of staff and financial resources needed (late March)

May - Steering Committee teleconference:

- Consider strategic planning and implementation project proposals designed to improve MTC processes and business procedures and approve priority projects for next fiscal year
- Identify staffing and financial resources needed for priority projects
- Review progress for projects currently underway
- Review performance measures for implemented projects – any adjustments needed?
- Steering Committee report to Executive Committee about projects selected for next fiscal year
- Discuss Steering Committee membership and leadership for next fiscal year
- Review performance data from projects completed in prior years (when applicable)