

Annual Strategic Planning Calendar – MTC

Discussion draft v 1.0

7-23-2013

July – Annual Meeting

Steering Committee meeting:

- Review performance measures for implemented projects – any adjustments needed?
- 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.

December –Executive Committee meeting

Steering Committee meeting:

- Update high level environmental scan – engage Executive Committee in scan
- Review MVVG – any adjustments to goal areas?
- Review progress for projects 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 projects to be commenced in next fiscal year; proposals should include estimate of staff and financial resources needed (late March)

April - Steering Committee teleconference:

- Consider project proposals and approve priority projects for next fiscal year
- Identify staffing and financial resources needed for priority projects
- Review progress for projects currently underway

May –Executive Committee meeting (includes budget review and approval)

- Steering Committee report to Executive Committee about projects selected for next fiscal year
- Budget should reflect strategic planning project(s) approved by Steering Committee

Steering Committee meeting (if needed)