



# Volunteers Wanted!

Experience to Plan; Effort to Implement

It takes a team effort to successfully design and implement a strategic plan. The process needs to be led by a capable Project Director, assisted by a strong Steering Committee, and supported by the community. The Building Communities approach is very efficient, yet time and effort from all of these key participants is required to develop and implement the plan.

Four Months	Year 1	Year 2	Year 3	
<p>The Planning Phase requires a significant commitment from all participants.</p> <p><b>Project Director</b> The Project Director initiates the planning process, convenes the Steering Committee, promotes Plan Week, spearheads the assignment of Essential Action Steps, and reviews the draft plan.</p> <p><b>Steering Committee</b> The Steering Committee helps to promote Plan Week, participates extensively in Plan Week, takes a lead role in the assignment of Essential Action Steps, and reviews the draft plan.</p> <p><b>Community</b> The community is invited to attend the Community Meeting and to offer insight as well as ideas for projects and initiatives they would like considered.</p>	<p>Dedication to a routine to ensure steady progress is required to implement the plan.</p> <p><b>Project Director and Steering Committee</b> As this table depicts in yellow, <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Meet</span> the Project Director convenes the Steering Committee for monthly meetings to review progress.</p> <p>As this table depicts in green, <span style="background-color: #8B872E; color: white; padding: 2px;">Plan Review</span> a meeting should take place approximately every nine months to comprehensively review the action steps.</p>	<p>The Implementation Phase takes three to five years.</p> <p>The Project Director and Steering Committee continue to meet monthly and conduct a nine-month review.</p>	<div style="text-align: center;"> <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Meet</span>  <span style="background-color: #8B872E; color: white; padding: 2px;">Plan Review</span>  <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Meet</span>  <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Meet</span>  <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Meet</span>  <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Meet</span>  <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Meet</span>  <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Meet</span>  <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Meet</span>  <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Meet</span>  <span style="background-color: #8B872E; color: white; padding: 2px;">Plan Review</span>  <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Meet</span> </div> <p>After three-to five years, the community will likely want to completely update its plan in order to consider and include new opportunities and priorities.</p>	
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		<p style="text-align: center;"><b>Time Commitment During Implementation</b></p> <p style="text-align: center;"><u>Monthly for 3-5 Years</u></p> <p>Project Director and Steering Committee:</p> <ul style="list-style-type: none"> <li>• one 90-minute monthly meeting</li> <li>• one 3-hour meeting every nine months</li> </ul>		
	<span style="font-size: 2em;">➔</span> <span style="font-size: 2em;">➔</span> <span style="font-size: 2em;">➔</span> <b style="font-size: 1.5em;">Implement</b> <span style="font-size: 2em;">➔</span> <span style="font-size: 2em;">➔</span> <span style="font-size: 2em;">➔</span>			
Commit to Plan	<div style="text-align: center;"> <p><b>Time Commitment During Planning Phase</b></p> <p>● <u>Prior to Plan Week</u> Project Director: 10-20 hours; Steering Committee: 2-5 hours</p> <p>● <u>Plan Week</u> Project Director: 12 hours; Steering Committee: 9 hours; Community Members: 2 hours</p> <p>● <u>After Plan Week</u> Project Director: 5-10 hours; Steering Committee: 3-9 hours</p> </div>			
Build Team				
Promote Plan Week				
Conduct Plan Week				
Assign Action Steps				
Draft Plan				
Finalize Plan				
Adopt Plan				
<span style="font-size: 1.5em;">✦</span> <b style="font-size: 1.5em;">Plan</b> <span style="font-size: 1.5em;">✦</span>				