

CTAC Strategic Planning Activities and Timeline – Revised DRAFT

Last updated, 06/17/22

Planning sessions facilitated by strategic planning consultant

- Staff (all sessions virtual) – 8 sessions
- Steering committee (mix of virtual and in-person sessions) – 4 virtual, 3 in-person
- Full Board (all sessions in-person) – 2 sessions

Notes:

- Timelines and session agendas are in draft form and subject to modification by the steering committee.
- Throughout the process during board meetings, the strategic planning committee chair will provide updates on strategic planning activities and staff may conduct brief presentations on topics relevant to the strategic planning.

May 2022

- Steering committee session – Community Listening ITN development

June

- Community Listening ITN released

July

- Community Listening ITN review process

August

- Community Listening contract begins

September

1. Community Listening plan finalized
2. Community Listening data collection begins

October

1. Community Listening data collection continues
2. Staff environmental scan activities completed: Secondary data update, intervention best practices review, peer CSC practices review, other activities TBD
3. Staff planning virtual session (2 hr) – staff environmental scan results review

November

1. Community Listening data collection continues
2. Steering committee ½ day in-person workshop - review of staff environmental scan results, exploration of potential CTAC theories of change/frameworks, update on community listening

December

1. Community Listening data collection ends

2. **Staff planning** virtual session (2 hr) – follow-up from steering committee workshop and prep for virtual planning session
3. **Steering committee virtual** strategic planning session (2 hr) - CTAC organizational capacity building – goals and strategies

January 2023

1. **Staff planning** virtual session (2 hr) – prep for steering committee session
2. **Steering committee virtual** strategic planning session (2 hr) – continued discussion as needed (of staff environmental scan, CTAC theory of change, mission, vision, principles)

February

1. **Community Listening preliminary results presented to steering committee**
2. **Steering committee ½ day in-person** workshop – review of preliminary Community Listening results, SWOT exercise

March

1. **Community Listening results draft report due**
2. **Staff planning** virtual session (2 hr) – prep for board workshop
3. **Board ½ day in-person** workshop - presentation of Community Listening results and staff environmental scan; discussion of potential CTAC theories of change/frameworks; SWOT exercise

April

1. **Staff planning** virtual session (2 hr) – prep for steering committee workshop
2. **Steering committee ½ day in-person** workshop - identify funding priorities and allocations, key goals and strategies and performance metrics
3. **Staff planning** virtual session (2 hr) – follow-up from steering committee workshop

May

1. **Steering committee virtual** strategic planning session (2 hr) – review of plan contents
2. **Staff planning** virtual session (2 hr) – prep for steering committee session
3. **Steering committee virtual** strategic planning session (2 hr) – review of plan contents
4. **Board ½ day in-person** workshop - presentation and discussion of draft plan
5. **Staff planning** virtual session (2 hr) – follow-up from board workshop

June

- Strategic plan approved