

CTAC Strategic Planning Activities and Timeline

Last updated, 04/27/22

Planning sessions facilitated by strategic planning consultant

- Staff (all sessions virtual) – 7 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.
- Community Listening-related activities are outside the scope of the strategic planning consultant.
- 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

1. Steering committee session – Community Listening RFP (session not facilitated by consultant)
2. Steering Committee and staff create and release Community Listening RFP

June

1. Community Listening contractor selected and contract executed
2. Community Listening data collection protocols, participants, and dates finalized
3. Staff environmental scan activities completed: Secondary data update, intervention best practices review, peer CSC practices review, other activities TBD

July

1. Community Listening data collection begins
2. Staff planning virtual session (2 hr) – staff environmental scan results discussion
3. Steering committee ½ day in-person workshop - review of staff environmental scan activities, exploration of potential CTAC theories of change/frameworks

August

1. Community Listening data collection ends
2. Staff planning virtual session (2 hr) – agenda TBD
3. Steering committee virtual strategic planning session (2 hr) - agenda TBD

September

1. Community Listening draft report submitted to CTAC (end September)
2. Staff planning virtual session (2 hr) – SWOT exercise, board workshop preparation
3. Steering committee ½ day in-person workshop – review of Community Listening results, SWOT exercise

October

1. **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
2. **Steering committee virtual** strategic planning session (2 hr) - finalize CTAC theory of change
3. **Staff planning** virtual session (2 hr) – prep for November steering committee workshop

November

1. **Steering committee ½ day in-person** workshop - review of mission, vision, principles (if needed), identify funding priorities and allocations, key goals and strategies and performance metrics
2. **Staff planning** virtual session (2 hr) – drafting of plan contents

December

1. **Staff planning** virtual session (2 hr) – drafting of plan contents
2. **Steering committee virtual** strategic planning session (2 hr) – review of plan contents

January 2023

1. **Steering committee virtual** strategic planning session (2 hr) – CTAC organizational capacity building – goals and strategies, review of plan contents
2. **Board ½ day in-person** workshop - presentation and discussion of draft plan
3. **Staff planning** virtual session (2 hr) – final revisions to strategic plan

February

1. Final plan presented for approval