

CTAC Strategic Planning Activities and Timeline - Revised

Last updated, 05/06/22

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

- Steering committee session – Community Listening ITN development

June

- Community Listening ITN released

July

- Community Listening contractor selected

August

1. Community Listening data collection protocols, participants, and dates finalized
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 discussion

September

1. Community Listening data collection begins
2. Steering committee ½ day in-person workshop - review of staff environmental scan activities, exploration of potential CTAC theories of change/frameworks

October

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

November

1. Community Listening initial results submitted to CTAC
2. **Staff planning** virtual session (2 hr) – SWOT exercise
3. **Steering committee ½ day in-person** workshop – review of initial Community Listening results, SWOT exercise
4. **Staff planning** virtual session (2 hr) – prep for December board workshop

December

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

January 2023

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

February

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

March

- Final plan presented for approval