

Novi, MI Strategic Planning - Schedule

Project Phase		Responsibility	Start Date	End Date
Project Planning and Management	Background research and internal project team prep for project initiation	BerryDunn	4/1/2025	4/30/2025
	Project Initiation Meeting with City Project Team	Shared	4/30/2025	4/30/2025
	Request documents and data	BerryDunn	4/30/2025	4/30/2025
	Compile documents and data and upload to the project SharePoint site (Knowledge Link)	City	5/1/2025	6/30/2025
	Develop Project Workplan and Schedule and incorporate client-requested changes	BerryDunn	5/23/2025	7/15/2025
	D1. Project Workplan and Schedule		7/16/2025	7/16/2025
	Review and analyze City-provided documents and data	BerryDunn	7/1/2025	7/15/2025
	Identify stakeholders and stakeholder groups and develop a stakeholder list (with guidance from consulting team)	City	5/1/2025	6/30/2025
	Develop questions for a community survey for the Social Pinpoint virtual engagement platform	BerryDunn	4/30/2025	5/20/2025
	Review and finalize the survey questions for Social Pinpoint.	City	5/21/2025	7/15/2025
	Prepare for and conduct biweekly project status meetings	Shared	4/1/2025	5/28/2026
	D2. Biweekly Project Status Meetings		Ongoing	
	Prepare for project orientation session with Long Range Steering Committee	BerryDunn	4/30/2025	5/20/2025
	Review Project Orientation session slide deck and incorporate client-requested changes	Shared	5/20/2025	5/27/2025
	Conduct Project Orientation session with City Leadership	BerryDunn	5/27/2025	5/27/2025
	Develop Social Pinpoint site	BerryDunn	5/27/2025	6/30/2025
	Develop interview and focus group guides for stakeholder engagement	BerryDunn	6/3/2025	6/30/2025
	Review project messaging and finalize for distribution to virtual stakeholder engagement participants	City	7/16/2026	7/23/2025
	Develop schedule and strategy for on-site community/stakeholder engagement, including promotional messaging and materials	Shared	6/18/2025	7/31/2025
Visioning, Stakeholder and Community Engagement and Strategic Analysis	Strategic Planning Advisory Committee Meeting: review of stakeholder list, Social Pinpoint survey, and stakeholder interview guides	Shared	7/28/2025	8/1/2025
	Send introductory email to internal and external stakeholders regarding virtual interviews and focus groups	City	8/1/2025	8/1/2025
	Launch and administer Social Pinpoint site	BerryDunn	8/1/2025	8/1/2025
	Conduct virtual one-on-one and group interviews with City Council, department directors, City staff, and selected external stakeholders	BerryDunn	8/4/2025	8/29/2025
	Launch marketing and promotion of on-site stakeholder engagement activities	City	8/4/2025	8/8/2025
	Conduct on-site stakeholder engagement activities per agreed upon plan and schedule	BerryDunn	9/8/2025	9/12/2025
	Strategic Planning Advisory Committee: Update on Stakeholder/Community Engagement	Shared	9/29/2025	10/3/2025
	Develop design and agenda for City Council visioning session	BerryDunn	10/6/2025	10/10/2025
	Conduct on-site stakeholder engagement activities per agreed upon plan and schedule	BerryDunn	10/6/2025	10/10/2025
	Finalize design and agenda for City Council visioning session with City project team	Shared	10/13/2025	10/17/2025
	City Council Visioning Session: Review engagement data collected and facilitate early visioning brainstorming (use futurist input)	BerryDunn	10/27/2025	10/31/2025
	Conduct on-site stakeholder engagement activities per agreed upon plan and schedule	BerryDunn	11/3/2025	11/7/2025
	Synthesize information gathered and develop an Environmental Scan/SWOC/Strategic Analysis	BerryDunn	11/10/2025	11/21/2025
	Strategic Planning Advisory Committee: Review Environmental Scan/SWOC/Strategic Analysis	Shared	11/24/2025	11/28/2025
	Finalize Environmental Scan/SWOC/Strategic Analysis in preparation for plan development	Shared	12/1/2025	12/12/2025
	D3. Environmental Scan, SWOC, and Strategic Analysis		12/12/2025	12/12/2025
	Develop the meeting design and agendas for strategic planning sessions 1 and 2	BerryDunn	12/16/2025	12/31/2025
	Finalize design and agendas with City project team	Shared	1/5/2026	1/16/2026
	Strategic Planning Advisory Committee: Review design and agendas for plan development sessions	Shared	1/26/2026	1/30/2026
Strategic Plan Development	Facilitate planning session 1 with City elected officials - Onsite	BerryDunn	2/9/2026	2/13/2026
	Facilitate planning session 2 with City leadership team - Onsite	BerryDunn	2/9/2026	2/13/2026
	Refine strategies, objectives and performance measures (iterative process with department directors and key staff)	Shared	2/16/2026	3/13/2026
	Strategic Planning Advisory Committee: Review initial draft of strategic plan	Shared	3/16/2026	3/20/2026
	Gather community input on draft strategic plan via Social Pinpoint	BerryDunn	3/16/2026	3/20/2026
	Incorporate Advisory Committee changes, analyze community input and prepare for City Council presentation	BerryDunn	3/23/2026	3/27/2026
	Present strategic plan draft and community input to City Council in a work session	BerryDunn	4/6/2026	4/17/2026
	D4. Initial Novi Strategic Plan Draft		4/17/2026	4/17/2026
	Incorporate Council feedback and develop final strategic plan with graphic design	BerryDunn	4/20/2026	5/8/2026
	Strategic Planning Advisory Committee: Review final draft of strategic plan	Shared	5/4/2026	5/8/2026
	Present the final strategic plan to City Council for adoption	BerryDunn	5/11/2026	5/28/2026
	D5. Final Novi Strategic Plan		5/28/2026	5/28/2026
	Implementation Planning Tasks (TBD)	Shared	TBD	TBD
	Project Close Out	Shared	TBD	TBD