

Town of Westford

Strategic Planning Timeline

 <p>UNDERSTAND THE CONTEXT</p>	 <p>ENGAGE THE COMMUNITY AND TOWN EMPLOYEES</p>	 <p>GATHER INPUT AND FINALIZE THE FRAMEWORK</p>	 <p>STRATEGY DEVELOPMENT</p>	 <p>FINAL DELIVERABLES AND ACCOUNTABILITY GUIDELINES</p>
<p>Major Activities</p> <ul style="list-style-type: none"> • Hold a kick-off meeting to finalize the engagement plan and project schedule • Develop project timeline • Request and review data and background information • Interview Select Board members; • Conduct interview with Town Manager; • Facilitate SWOC analysis workshop with Department Directors; and • Facilitate listening session with Boards and Commissions members <ul style="list-style-type: none"> ○ February 27 	<p>Major Activities</p> <ul style="list-style-type: none"> • Engage the community using Zency software platform <ul style="list-style-type: none"> ○ Through May • Develop and administer staff survey • Prepare Environmental Scan • Facilitate workshop with Department Directors to develop proposed Mission and Values <ul style="list-style-type: none"> ○ June 5 • Facilitate workshop with Board and Department Directors to develop the preliminary strategic plan framework; and • Facilitate community input training with staff <ul style="list-style-type: none"> ○ June 6 	<p>Major Activities</p> <ul style="list-style-type: none"> • Solicit community input on draft framework <ul style="list-style-type: none"> ○ June 17 to August 12 • Facilitate workshop with Select Board and key staff to finalize strategic plan framework <ul style="list-style-type: none"> ○ September 11 	<p>Major Activities</p> <ul style="list-style-type: none"> • Develop goal area strategies and performance metrics with Town staff • Create implementation plan 	<p>Major Activities</p> <ul style="list-style-type: none"> • Prepare a comprehensive strategic plan deliverable
<p>February</p>	<p>March-June</p>	<p>June-September</p>	<p>October</p>	<p>November</p>