Timeframe for Completion

Boulder City - Strategic Plan Facilitator

Part A

		Meeting / Events	Deliverables
4 MONTHS	**PHASE 1 - ASSESS COMMUNITY NEEDS and ASSETS**		
	TASK 1. KICKOFF MEETINGS	PLANNING COMMITTEE KICKOFF CITY COUNCIL KICKOFF	MEETING RECORD
	TASK 2. DEVELOP COMMUNITY TELEPHONE SURVEY		SURVEY QUESTIONS
	TASK 3. IMPLEMENT COMMUNITY TELEPHONE SURVEY	CONDUCT SURVEY	
	TASK 4. STAKEHOLDER INTERVIEWS	STAKEHOLDER INTERVIEWS	MEETING RECORD
	TASK 5. CONDUCT NEIGHBORHOOD MEETINGS	NEIGHBORHOOD MEETINGS - ROUND 1	MEETING RECORD
	TASK 6. SYNTHESIS / PREPARE FINDINGS REPORT		FINDINGS REPORT
	TASK 7. SWOT ANALYSIS	SWOT WORKSHOP	SWOT FINDINGS
	TASK 8. COMMUNITY MEETING	COMMUNITY AT LARGE MEETING	MEETING RECORD
	TASK 9. CITY COUNCIL PRESENTATION	BOULDER CITY COUNCIL MEETING PRESENTATION	
3 WEEKS	**PHASE 2 - IDENTIFY OUTCOMES (Defining the Future State)**		
	TASK 1. MERGE SWOT AND IDENTIFIED OUTCOMES	PLANNING COMMITTEE / CONSULTING TEAM MEETING	OUTCOME FINDINGS

Part B

1 MONTH	**PHASE 3 - DEFINE / INDICATORS TO MEASURE OUTCOMES**		
	TASK 1. RESEARCH		RESEARCH FINDINGS
	TASK 2. FINALIZE METRICS	PLANNING COMMITTEE / CONSULTING TEAM MEETING	METRICS
2 WEEKS	**PHASE 4 - DEFINE STRATEGIES AND PARTNERS**		
	TASK 1. GAP ANALYSIS		MEETING RECORD
	TASK 2. SET STRATEGIES	PLANNING COMMITTEE / CONSULTING TEAM MEETING	STRATEGIES
1 MONTH	**PHASE 5 - DEVELOP STRATEGIC PLAN (DRAFT REPORT)**		
	TASK 1. PREPARE DRAFT REPORT		DRAFT REPORT
2 WEEKS	**PHASE 6 - COMPLETE STRATEGIC PLAN (FINAL REPORT)**		
	TASK 1. FINALIZE REPORT	BOULDER CITY COUNCIL MEETING PRESENTATION	FINAL REPORT