



South Bay Cities Council of Governments
Strategic Plan Development
Work Plan
Revised November 2, 2013

Activity	Task	Draft Schedule
Activity 1: Conduct Preparatory Meetings (October 21 – November 18)	1. Create detailed work plan and schedule	October 25
	2. Conduct kick off meeting	October 31
	3. Conduct one focus group (8 – 12 individuals) representing board, city managers and senior staff	November 12 <i>10 – 11:30 am</i>
	4. Conduct one focus group with SBCCOG staff (excluding Executive Director and Deputy Executive Director)	November 12 <i>Noon – 1:30 pm</i>
	5. Summarize focus group results	November 13 - 18
Activity 2: Plan and Facilitate Strategic Planning Workshop (November 4 - January 20)	1. Design and conduct online survey (elected officials, city managers)	November 4 – December 2
	2. Summarize survey results	December 3 - 20
	3. Prepare draft agenda of strategic planning workshop and review with staff	December 9 - 20
	4. Prepare handout materials for workshop and coordinate workshop logistics	December 16 – January 3
	5. Facilitate workshop	January 9 <i>9 am – 4 pm</i>
	6. Summarize results of workshop	January 10 - 20
Activity 3: Conduct Follow up Steps (January 20 – February 28)	1. Design implementation action plan template and insert draft goals and objectives from strategic planning workshop	January 20 - 24
	2. Meet with staff to identify assignments, resources, and timelines for each of the objectives; identify information they need to provide following the meeting in order to complete the action plan	January 27 – February 3

Activity	Task	Draft Schedule
	3. Staff to provide remaining information for the action plan that was not available at the meeting noted above	February 4 - 18
	4. Finalize implementation action plan and incorporate into draft strategic plan	February 19 - 28
Activity 4: Prepare Strategic Plan (January 20 – March 28)	1. Prepare draft plan	January 20 – February 28
	2. Submit draft plan to staff for review	March 3 - 7
	3. Incorporate implementation action plan into finalized strategic plan	March 10 - 21
	4. Present strategic plan to board	March 24 - 28

Note: The 15th Annual General Assembly is scheduled for February 28, 2014.

