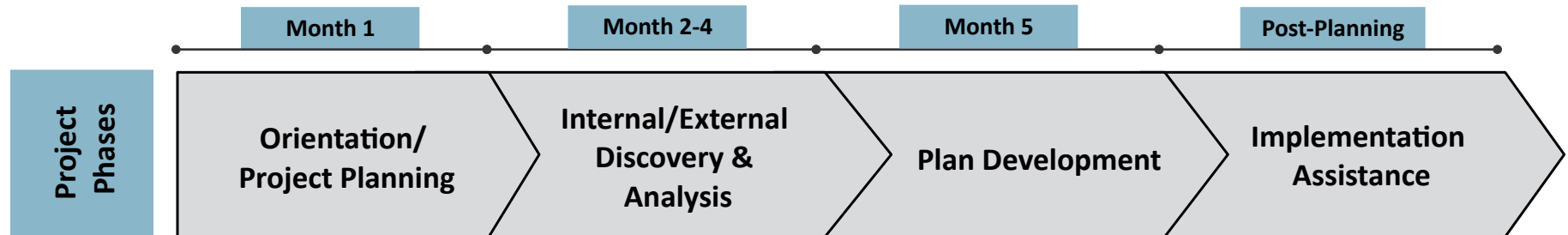


Sample Project Plan & Timeline



- Activities**
- Kick-off meeting
 - Review critical materials
 - Conduct board/staff survey
 - Develop key research questions
 - Determine appropriate feedback mechanisms

- Deliverables**
- Project Plan
 - Committee Norms
 - Regular Updates
 - Key Research Questions
 - Survey Findings

- Conduct secondary research of best practices
- Conduct survey and/or focus group of clients
- Interview stakeholders

- Project Summary
- Interview List
- Working Session(s)
- Primary Research Findings
- Secondary Research Findings & Bibliography

- Develop presentation with insights & themes
- Synthesize findings into recommendations
- Conduct retreat
- Develop plan one-page visual
- Assist with dashboard

OPTIONS:

- Assist with implementation of key strategies