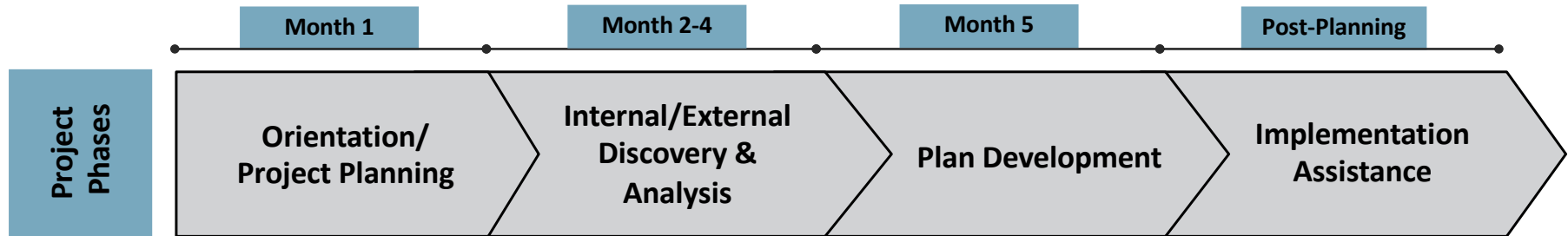


Sample Project Plan & Timeline



Activities

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

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

- 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

Deliverables

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

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

- Recommendations
- Retreat Agenda
- Final Strategic Plan
- Final Dashboard