

SAMPLE COUNSULTANT TIMELINE WITH SPECIFIC TASKS FOR DEVELOPMENT OF MULTI-YEAR STRATEGIC PLAN

August 2019: Discuss with superintendent possibility of developing a strategic plan. If yes, *meet with board* to review draft processes, timelines and answer questions. Consultant reviews key district documents.

September: *First meeting with planning team.* Identify participants, develop schedule of meetings and decide on questions for focus groups. Hold first focus group with planning team.

October: *Hold 10-15 focus groups* throughout community.

November: *Compile focus group data* into a report and complete draft of *district core values*.

December: *Present focus group report* to board and complete draft of *district mission statement*.

January 2020: Develop draft of *district vision statement*.

February: Develop draft of *strategic goals*. Present *core values, mission statement and vision statement* for board modification and approval.

March: Meet with board to finalize *strategic goals*. Work with planning team to develop draft of specific, measurable, realistic and time-bound *performance indicators* that will achieve strategic goals.

April: Work with planning team to develop draft of *metrics* to be used to measure goal progress and plan for implementation *tasks* to be completed during the 2020-21 school year. *Present proposed strategic plan* along with *monitoring guidelines* to board for first reading. Based on board input, make suggested modifications to plan and *have it professionally printed*.

May: *Board adopts district strategic plan.* Board, superintendent, and consultant present plan to community.