

## McMinnville Strategic Planning Schedule

| Date   | Activity  | Notes   |
|--|---|---|
| Jan 30-Feb 22  | Internal Stakeholder Survey   | All employees, BoMA, and commission members   |
| Jan 30-March 8   | Community Survey  | Hard copy survey responses must be received no later than March 8   |
| Feb 22-24<br><br>22 @ 5 & 7 pm<br>23 @ 3, 5, & 7 pm<br>24 @ 9 am | Focus Groups  | Two focus groups on 2/22, three on 2/23 and one 2/24 (90-minute sessions, scheduled two hours apart so there is a 30-minute break between sessions) |
| March 21 @ 6 pm  | Session #1, Stakeholder Feedback and Environmental Scan                           | BoMA and department heads (1.5-2-hour session)  |
| March 25 @ 8 am  | Sessions #2 and 3, Strategic Planning Retreat (Location TBD. Maybe Milner Center) | Full day planning session on a Saturday for staff leadership (department head and city management) and BoMA. (7–8-hour session including lunch)     |
| April 18 @ 8 am  | Strategy Implementation Session #1, Initiative and Action Plan Development        | Staff only, including middle management (5–6-hour session)  |
| May 1 @ 9 am   | Strategy Implementation Session #2  | Staff only including middle management (2-4 hours)  |
| May 1  | Draft Summary Report  | Summary report submitted for your review and any needed edits   |
| Late May   | Final Report  | Final report submitted  |