



**STRATEGIC PLANNING PROGRAM
PROJECT WORK PLAN, DELIVERABLES, AND TIMELINE**

PRO Example Strategic Plan
 PRO Example Awardee
 PRO \$128,000.00

| Task | Description | Key Personnel | Deliverables | Time Period | | Budget |
|-----------------------------|--|--|--|-------------|----------|---------------------|
| | | | | From | To | |
| 1 | Preparation and release of Request for Proposals for selection of project consultant | Organization Staff | Request for Proposals and consultant selection. | Month 1 | Month 3 | \$1,875.00 |
| 2 | Project kickoff meetings between organization, consultant, and partners. | Organization Staff, Consultant, Project Partners | Kickoff meeting and project action plan to begin the planning process | Month 3 | Month 4 | \$6,000.00 |
| 3 | Data gathering by consultant. | Organization Staff, Consultant, Project Partners | 2 community surveys and 3 community forums, orchestrated by consultant with assistance from organization staff. | Month 4 | Month 6 | \$52,225.00 |
| 4 | Draft plan produced by consultant | Organization Staff, Consultant | Draft plan produced by consultant with assistance from organization staff as requested. | Month 6 | Month 9 | \$40,650.00 |
| 5 | Draft plan undergoes review by project team | Organization Staff, Consultant, Project Partners | 1 community forum to receive feedback on the draft plan. Additional forums as needed | Month 9 | Month 11 | \$10,950.00 |
| 6 | Consultant completes final draft of plan. | Organization Staff, Consultant | Consultant drafts final plan based on provided feedback. Organization feedback will provide assistance as requested. | Month 11 | Month 13 | \$15,650.00 |
| 7 | Formal adoption of final plan | Organization Staff, Project Partners | Organization will formally adopt completed plan. | Month 13 | Month 14 | \$650.00 |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Total Project Budget | | | | | | \$128,000.00 |