

Natick 360

Honoring Our Past.
Planning Our Future.

Working Schedule



<i>Phase/Task</i>	<i>Start</i>	<i>End</i>	<i>Assigned to</i>	<i>Resources</i>
1. Our Community Yesterday and Today (July – Sept. 2006)				
1.1. MAPC will provide final maps and data tables for Natick days		Sept. 8	MAPC	
1.2. MAPC will provide draft of report including quantitative analysis, summary interviews & focus groups.		Sept. 22	MAPC	
1.3. SPOC members will review and comment		Sept. 25	SPOC	BA Team
1.4. MAPC will provide final report		Sept. 29	MAPC	
Target deadline for Phase 1 completion		Sept. 30		

2. Our Shared Vision of the Future (Sept – Dec 2006)				
2.1. Design Community Visioning Workshop event, Oct 27-29, 2006	Sept. 26	Oct. 18	P. Blackerby SPOC	BA Team
2.1.1. Build internal web site	Sept. 26	Sept. 27	P. Blackerby	
2.1.2. Produce Working Schedule	Sept. 29	Oct. 4	P. Blackerby	BA Team SPOC
2.1.3. Monthly telephone conferences/meetings. Scheduled every other Wednesday Oct. 4 through Dec. 13. First Wednesday of every month thereafter	Oct. 4	Nov. 7, 2007	P. Blackerby SPOC	
2.2. Prepare for Vision & Values Weekend workshops	Sept. 25	Oct. 26	BA Team SPOC	Volunteers
2.2.1. Publicity campaign	Sept. 25	Oct. 27	SPOC	
2.2.2. Develop agenda	Sept. 26	Oct. 5	P. Blackerby SPOC	BA Team
2.2.3. Implement multi-media registration forms	Sept. 25	Oct. 6	P. Blackerby SPOC	
2.2.4. Recruit facilitators	Oct. 2	Oct. 13	K. O’Sullivan	BA Team
2.2.5. Contract with caterers	Oct. 16	Oct. 20	SPOC	
2.3. Train facilitators to run Vision & Values Weekend workshops	Oct. 27	Oct. 29	L. Brown	BA Team

DRAFT

Phase/Task	Start	End	Assigned to	Resources
2.4. Manage Community Visioning Workshop	Oct. 27	Oct. 29	P. Blackerby	BA Team SPOC Volunteers
2.5. Consolidate input from the Vision & Values Weekend workshops	Oct. 30	Nov. 13	L. Brown	BA Team SPOC Scribes
2.5.1. Consolidate facilitators, scribes' notes	Oct. 30	Nov. 3	L. Brown	BA Team SPOC Scribes
2.5.2. Consolidate BA Team notes	Oct. 29	Nov. 6	L. Brown	BA Team
2.5.3. Analyze Content	Nov. 6	Nov. 13	P. Blackerby	BA Team SPOC
2.6. Facilitate creation of vision, values, and strategic focus areas from community input.	Nov. 15	Nov. 22	L. Brown BA Team	SPOC 5 Sponsors
2.7. Contribute to and edit "Our Shared Vision for the Future" report	Nov. 27	Dec. 4	P. Blackerby\ BA Team	BA Team SPOC
2.7.1. Circulate draft to SPOC	Dec. 4	Dec. 8	P. Blackerby	SPOC
2.7.2. Revise draft for SPOC approval	Dec. 9	Dec 13	P. Blackerby	SPOC
2.8. Facilitate review of report with sponsoring boards and committees	Dec. 14	Dec. 22	L. Brown BA Team	SPOC 5 Sponsors
2.9. Revise "Our Shared Vision for the Future" report	Dec. 23	Dec. 29	P. Blackerby	BA Team SPOC
Target deadline for Phase 2 completion		Dec. 31 2006		

3. Our Strategic Options (Jan – Apr 2007)				
3.1. Facilitate development of strategic option scenarios	Jan. 2, 2007	Jan. 29		
3.1.1. Engage SPOC	Jan. 2,	Jan. 5	P. Blackerby	SPOC
3.1.2. Engage Town Staff	Jan. 8	Jan. 12	P. Blackerby	Town Staff
3.1.3. Engage 5 Sponsors	Jan. 16	Jan. 19	L. Brown BA Team	5 Sponsors
3.2. Engage outside experts as needed to work with Boards to develop Strategic Options	Jan. 2	Jan. 29	P. Blackerby BA Team	Outside Experts
3.3. Build consensus among sponsoring boards and committees	Feb. 12	Feb. 16	L. Brown	5 Sponsors

DRAFT

Phase/Task	Start	End	Assigned to	Resources
3.4. Contribute to and edit “Our Strategic Options” report	Feb. 17	Mar. 5	P. Blackerby BA Team	SPOC
3.4.1. Circulate draft to SPOC	Mar. 5	Mar. 9	P. Blackerby	SPOC
3.4.2. Revise draft for SPOC approval	Mar. 10	Mar. 14	P. Blackerby	SPOC
3.5. Facilitate review of report with sponsoring boards and committees	Mar. 26	Mar. 30	L. Brown BA Team	5 Sponsors
Target deadline for Phase 3 completion		Apr. 21		

4. Our Strategic Choices (Apr – Oct 2007)				
4.1. Design Community Meetings for selecting strategic options	Apr. 2	Apr. 13	BA Team SPOC	
4.2. Prepare for Strategic Options Weekend workshops	Apr. 2	May 3	BA Team SPOC	
4.2.1. Publicity campaign	Apr. 2	May. 3	SPOC	
4.2.2. Develop agenda	Apr. 2	Apr. 13	P. Blackerby SPOC	BA Team
4.2.3. Implement multi-media registration forms	Apr. 2	Apr. 6	P. Blackerby SPOC	
4.2.4. Recruit facilitators	Apr. 3	Apr. 13	K. O’Sullivan	BA Team
4.2.5. Contract with caterers	Apr. 16	Apr. 20	SPOC	
4.3. Train facilitators to run Community Strategic Options workshops	May 18	May 20	L. Brown	BA Team
4.4. Manage Community Strategic Options workshops	May 18	May 20	BA Team	SPOC
4.5. Consolidate results of Community Strategic Options workshops	May 21	June 4		
4.5.1. Consolidate facilitators, scribes’ notes	May 21	May 29	L. Brown	BA Team SPOC Scribes
4.5.2. Consolidate BA Team notes	May 21	May 29	L. Brown	BA Team
4.5.3. Analyze Content	May 30	June 4	P. Blackerby	BA Team SPOC
4.6. Select a research firm to execute a community survey	Jan. 30	May 17	SPOC	BA Team Purchasing
4.6.1. Draft Request for Proposals	Jan. 30	Feb. 13	P. Blackerby	BA Team SPOC

DRAFT

<i>Phase/Task</i>	<i>Start</i>	<i>End</i>	<i>Assigned to</i>	<i>Resources</i>
4.6.2. Circulate draft to SPOC	Feb. 12	Feb. 21	P. Blackerby	SPOC
4.6.3. Revise draft for SPOC approval	Feb. 22	Feb. 26	P. Blackerby	SPOC
4.6.4. Submit to Purchasing to add boiler-plate, manage procurement process	Feb. 26	Mar. 2	P. Blackerby	Purchasing Legal
4.6.5. Issue Request for Proposals	Mar. 6	Mar. 9	Purchasing	
4.6.6. Receive proposals from research firms		Apr. 12	Purchasing	
4.6.7. Evaluate proposals, recommend contract to Board of Selectmen	Apr. 16	Apr. 27	SPOC	BA Team
4.6.8. Approve contract with research firm	Apr. 30	May 7	Board of Selectmen	Purchasing SPOC
4.6.9. Execute contract with research firm	May 8	May 17	Purchasing	Legal
4.7. Facilitate design of community survey	May 22	June 8	Research firm	SPOC BA Team
4.7.1. Pre-test community survey design	June 4	June 8	Research firm	
4.8. Execute survey	June 11	June 29	Research firm	
4.9. Interpret results of community survey	July 2	July 20	Research firm	BA Team
4.10. Receive report on community survey	July 23	July 27	SPOC Board of Selectmen	Research Firm
4.11. Contribute to and edit report “Our Strategic Choices”	Aug. 6	Aug. 27	P. Blackerby BA Team	
4.11.1. Circulate draft to SPOC	Aug. 27	Sept. 5	P. Blackerby	SPOC
4.11.2. Revise draft for SPOC approval	Sept. 6	Sept. 10	P. Blackerby	SPOC
4.12. Facilitate review of report with sponsoring boards and committees	Sept. 17	Sept. 21	L. Brown BA Team	5 Sponsors
4.12.1. Revise draft as appropriate; submit final report “Our Strategic Choices”	Sept. 24	Oct. 1	P. Blackerby	SPOC
Target deadline for Phase 4 completion		Oct. 15		