

Building a Blueprint for Change Service Initiative

Structure & Timeline

The Action Planning committee should convene to discuss the committee structure and timeline. Committee members should include people who have been involved in assessing needs and/or mapping assets. Additional people may be added who have a stake in the priority issues. The committee should consider the following questions.

How will the committee be organized, e.g. chair, co-chair, subcommittees, etc.?

Who makes what level of decision? Discuss roles and responsibilities.

Will each member of the Action Planning Committee lead or serve on a subcommittee? If yes, use the space below to record the subcommittees on which each committee member will serve.

Committee Member Name	Which Subcommittee?

How can the committee communicate effectively and efficiently during the planning process?

Where and how often will the committee meet?

How often are subcommittees expected to meet?

Creating a Timeline

For each priority need/issue, the designated subcommittee will need to:

- review its priority need and assets
- create a vision
- set goals for its issue
- work with community to create citizen engagement strategies for reaching goals
- work with community to get commitments for engaging assets and citizens in strategies
- develop an action plan that includes the above information

To keep each subcommittee operating on a similar timeline, a list of tasks and general timeframes should be created.

Task	When
EXAMPLE: Subcommittees (Education, Health Care, Public Safety) meet to create vision for priority issue	1 st week of March
EXAMPLE: Subcommittees meet to create goals for priority issues	3 rd week of March
EXAMPLE: Subcommittee reports to Action Planning Committee	Monthly – last day of month

Each subcommittee should also report to the action planning committee, who will play the following roles:

Subcommittee/Priority	Recorder of Minutes (Role may rotate)	Report Writer for Final Report and Action Plan