



January 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 NEW YEAR'S DAY
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 MLK DAY	18	19	20 Kick-Off press release, invitations	21 Comm. co. RFP issued	22 Begin Action Plan (AP)
23 30	24 Kick-off agenda draft; Interview guide draft 31	25 TAC mtg. Comm. co. proposals due; AP draft	26	27 Kick-Off agenda final	28	29 Kick-Off event; Recruit volunteers



February 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 TAC mtg. approve AP, interview list	2 PM begin review staff data	3	4 Complete interview guide; see schools re: envisioning activities	5
6	7 End review staff data; begin collect data; invite interviewees	8 TAC mtg. Contract comm. co.; AP	9 Comm. co. begin develop alt. identities recruit YVI stdts	10 End collect data; begin organize data	11	12
13	14 End organize data; begin interviews	15 TAC mtg. Comm. co. present alt. identities	16 Comm. co. revise identity; begin web site; begin Town Hall mktg. plan	17 Begin analyze interviews	18	19
20	21 PRESIDENTS DAY	22 TAC mtg. Approve final identity; review Town Hall mktg. plan; end interviews	23 Begin Town Hall marketing; begin <i>Strategic Position</i> draft	24 End analyze interviews	25 Implement web site	26
27	28 Complete <i>Strat. Position</i> draft					



March 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 TAC mtg. Review <i>Strat. Position</i> draft, begin YVI agenda	2 Revise <i>Strat. Position</i> draft; create newsletter 1 content	3	4 End YVI agenda	5
6	7 Complete <i>Strat. Position Rpt.</i> ; schools end envisioning	8 TAC mtg. Review <i>Strat. Position Rpt.</i> , newsletter 1, YVI agenda	9 Comm. co. begin <i>Strat. Position Rpt.</i> , newsletter 1; begin TH1 pgm.	10 End recruit YVI students	11 NO SCHOOL DAY, Newsletter 1 to printer;	12
13	14 Comm. co. finish <i>Strat. Position Rpt</i>	15 TAC mtg. Approve <i>Strat. Position Rpt.</i> , review TH1 program	16 Distribute newsletter 1; Youth Visioning Institute;	17 Present <i>Strat. Position Rpt.</i> to Council	18 Print <i>Strat. Position Rpt.</i>	19
20	21 Begin spring break	22	23	24 Distribute <i>Strat. Position Rpt.</i> to Town Hall regs.	25 End spring break	26
27 EASTER	28	29 TAC mtg.	30	31		



April 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 TAC mtg.	6	7	8 Train TH1 facilitators	9
10	11	12 TAC mtg.	13 Create newsletter 2 content	14 Comm. co. end TH1 mktg.	15 Newsletter 2 to printer; Town Hall 1 dinner	16 Town Hall 1 Recruit volunteers
17	18 Begin <i>Strat. Framework</i> draft	19 TAC mtg. Review newsletter 2	20 Revise <i>Strat. Framework</i> ; Comm. co. begin newsletter 2	21	22	23
24	25 Draft <i>Strat. Framework</i>	26 TAC mtg. Review <i>Strat. Framework</i>	27 Revise <i>Strat. Framework</i> ;	28 Comm. co. begin <i>Strat. Framework</i> ;	29 Send newsletter 2 to printer	30



May 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Comm. co. finish <i>Strat. Framework</i>	3 TAC mtg. Approve <i>Strat.</i> <i>Framework</i>	4 Distribute newsletter 2	5 Present <i>Strat.</i> <i>Framework</i> to Council	6 Send <i>Strat.</i> <i>Framework</i> to printer	7
8	9	10 TAC mtg. Approve Retreat agenda	11 Distribute <i>Strat. Framework</i>	12	13	14
15	16	17 TAC mtg.	18	19	20	21
22	23 Begin recruit focus groups	24 TAC mtg.	25	26 Last school day	27	28
29	30 MEMORIAL DAY	31 Begin develop Retreat agenda				



June 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Begin RFP for survey; begin focus groups guide;	7 TAC mtg. Approve agenda for Full-Day Retreat (06/10)	8	9	10 Full-day Planning Retreat; End recruit focus groups	11
12	13	14	15	16 Present Retreat results to Council	17	18
19	20 Complete focus groups guide	21 TAC mtg.	22 Begin focus groups	23 End focus groups	24 Begin focus groups report	25
26	27	28 TAC mtg. focus groups briefing	29 Begin <i>Town Hall Discussion</i> draft	30		



July 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 INDEPENDENCE DAY	5 TAC mtg. Review <i>TH Discussion</i> draft	6 Revise <i>TH Discussion</i> ; TH2 mktg. plan	7	8 Complete focus groups report	9
10	11	12 TAC mtg. ; Review <i>TH Discussion</i> ; TH2 mktg. plan; focus groups report	13 Create newsletter 3 content; Comm. co. begin <i>TH Discussion</i> ; begin marketing TH2	14	15 Select survey firm	16
17	18 Comm. co. complete <i>TH Discussion</i> ;	19 TAC mtg. Approve <i>TH Discussion</i> ; review newsletter 3	20 Comm. co. begin newsletter 3; <i>TH Discussion</i> to printer	21	22 Newsletter 3 to printer	23
24 31	25 Begin design survey process; printer complete <i>TH Discussion</i>	26 Distribute <i>TH Discussion</i> to regs.;	27 Distribute newsletter 3	28	29	30



August 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Begin create survey instrument	2	3 Begin TH2 pgm.	4	5	6
7	8 School starts(?)	9 TAC mtg. Approve TH2 pgm., review survey instrument	10 Revise survey instrument	11 End marketing TH2; end distributing <i>TH Discussion</i> ; train TH2 facilitators	12 Town Hall 2 dinner	13 Town Hall 2
14	15 Start identify survey population	16 TAC mtg. Approve survey instrument	17	18	19	20
21	22	23	24	25	26 End identify survey population	27
28	29 Begin select survey random sample	30	31			



September 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 LABOR DAY	6	7	8	9 End select survey random sample	10
11	12 Begin administer survey	13	14	15	16	17
18	19	20	21 Begin develop <i>Strategic Plan</i> issues	22	23	24
25	26	27 TAC Mtg. Review <i>Strategic Plan</i> issues	28 Revise <i>Strategic Plan</i> issues	29	30	



October 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 End administer survey; <i>Strategic Plan</i> issues to Council	8
9	10 COLUMBUS DAY	11 Begin analyze surveys results; Council study <i>Strategic Plan</i> issues	12	13	14	15
16	17	18	19	20	21 Surveys results report	22
23 30	24 Begin draft 1 <i>Strategic Plan</i> 31 End draft 1 <i>Strategic Plan</i>	25 TAC mtg. Review survey results	26	27	28	29



November 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 TAC mtg. Review draft 1 <i>Strategic Plan</i>	2 Revise <i>Strategic Plan</i> draft 1	3	4	5
6	7	8 TAC mtg. Review draft 2 <i>Strategic Plan</i> ; Council study <i>Strategic Plan</i>	9 Finalize <i>Strategic plan</i>	10	11 VETERANS DAY	12
13	14	15 TAC mtg. Approve final <i>Strategic Plan</i>	16 Comm. co. design, lay out <i>Strategic Plan</i> ; begin Open House mktg. plan	17	18	19
20	21	22 TAC mtg. Review <i>Strategic Plan</i> layout	23 Submit <i>Strategic Plan</i> for Council approval	24 THANKS- GIVING	25	26
27	28	29 TAC mtg. Open House mktg. Plan	30			



December 2005

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Council votes on <i>Strategic Plan</i>	2 <i>Strategic Plan</i> to printer	3
4	5	6 TAC Mtg. Begin Open House agenda	7	8	9	10
11	12	13 TAC Mtg. Open House agenda	14	15	16 Distribute <i>Strategic Plan</i> ; begin Open House mktg.	17
18	19	20	21	22	23	24
25 CHRISTMAS DAY	26 CHRISTMAS DAY HOLIDAY	27	28	29	30	31 NEW YEAR'S EVE



January 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 NEW YEAR'S DAY	2 NEW YEAR'S DAY HOLIDAY	3	4	5	6	7
8	9	10	11 End Open House mktg.	12 Celebratory Open House	13	14
15	16 MLK DAY	17 TAC mtg. Evaluate Open House	18	19	20	21
22	23	24	25	26	27	28
29	30	31				