

Workforce Development Policy Directive and Strategic Plan Timeline

Legend	Commission Touch Points	Internal Process	Community Involvement
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November 2019

November 4	Commission Committee Meeting 1	Strategic Plan: Update current WFD programs and the Strategic Plan approach	
November 11	Internal Work Group Meeting	Strategic Plan: Discuss and agree on Strategic Planning Timeline	
November 21	Internal Work Group Meeting	Strategic Plan: Assign roles and responsibilities and outline the stakeholder engagement approach and strategy.	

December 2019

December 4	Community Listening Session	Strategic Plan: Port Jobs' Clients Listening Session	
December 13	Internal Work Group Meeting	Strategic Plan: Develop WFD Mission and Vision	
December 16	Community Listening Session	Strategic Plan: Construction Worker Training Program - Listening Session	
December 18	Commission Records Due Date	Policy Directive: Draft Due to Policy Manager	
December 20	Community Listening Session	Strategic Plan: Tye Fall Internship Program Listening Session	
December 30	Commission Records Due Date	Policy Directive: Final Policy Directive Due	

January 2020

January 6	Internal Work Group Meeting	Strategic Plan: Phase 1 - Needs Assessment 10% Complete	
January 7	Commission Meeting	Strategic Plan: Request to Extend Bob's Contract	
January 23	Committee Meeting 2	Policy Directive: First Draft Strategic Plan: Update on Timeline and Listening Sessions	
January 27	Commissioner Debrief	Policy Directive: 2:2:1's	

February 2020

February 3	Internal Work Group Meeting	Strategic Plan: Phase 1 - Needs Assessment 100% Complete Phase 2 - Strategy Development 50% Complete	
February 12	Commission Records Due Date	Policy Directive: Agenda Review	
February 17	Commission Records Due Date	Policy Directive: Final Ready to Present	
February 17	Internal Work Group Meeting	Strategic Plan: Phase 2 - Strategy Development 100% Complete	
February 25	Commission Meeting	Policy Directive: Intro / First Reading	
February 28	Commission Records Due Date	Strategic Plan: One Pager Due	

March 2020

March 2	Internal Work Group Meeting	Strategic Plan: Compile Phase 1 and Phase 2: 50% Complete	
March 16	Internal Work Group Meeting	Strategic Plan: Compile Phase 1 and Phase 2: 100% Complete	
March 17	Commission Records Due Date	Strategic Plan: Final Memo Due	
March 20	Internal Work Group Meeting	Strategic Plan: Preparation for 2:2:1's	
March 24	Commission Meeting	Policy Directive: Second Reading	
March 30	Commissioner Debrief	Policy Directive: 2:2:1's	

April 2020

April 10	Commission Records Due Date	Strategic Plan: Memo Due for Agenda Review	
April 13	Internal Work Group Meeting	Strategic Plan: Use feedback from 2:2:1's to make updates	
April 15	Commission Records Due Date	Strategic Plan: Agenda Review	
April 20	Commission Records Deadline	Strategic Plan: Dry Run	
April 27	Internal Work Group Meeting	Strategic Plan: Final Changes to Presentation	
April 28	Commission Meeting	Strategic Plan: Present Final	

May 2020

May 11	Internal Work Group Meeting	Strategic Plan: Prepare for Community Presentations	
May 18	Community Meeting	Strategic Plan: Present Final Report to Community and Partners	