

# 2020-2024 Strategic Plan

## Project Timeline

	March	April	May	June	July	August	September	Progress
<b>Phase 1: Preparation</b>								
Meeting 1: Present the project charter to the Department Head Team for feedback.	2							
Meeting 2: Present the strategic plan idea to the Common Council for approval to proceed.	3							
Establish webpage on City of Milton's website for the Strategic Planning Process, and consider additional social media and other outreach options during the strategic planning process.	4							
Identify members of focus groups.	3		5					
Develop Employee Survey. Council review May 19, 2020.			19					
Develop Community Survey. Council review May 19, 2020.			19					
<b>Phase 2: Mission, Vision, &amp; Values</b>								
Meeting 1: Joint Meeting of the Common Council and Department Head Team			5					
Create Mission, Vision, & Values document. Prepared for Council packet by May 14, 2020			14					
Meeting 2: Presentation of completed Mission, Vision, and Values to the Common Council.			19					
<b>Phase 3: Major Issues / Challenges</b>								
Meeting 1: Department Head Team - Identify Major Issues / Challenges			18					
Meeting 2: High School Student Focus Group - Identify Major Issues / Challenges								
Meeting 3: Common Council - Identify Major Issues / Challenges					2			
Meeting 4: Employee Focus Group - Identify Major Issues / Challenges					4			
Meeting 5: Community Focus Group - Identify Major Issues / Challenges					11			
Employee Survey - Identify Major Issues / Challenges. Distribute May 20, 2020. Due June 19, 2020. Report Due June 24, 2020.				20	19	24		

