

**PLANNING FOR RESULTS
SAMPLE PLANNING TIMELINE AND ROLE DELINEATION**

Month	Director's Role	Board Role	Staff Role	Committee Role
1 Planning to Plan (Task 1)	<ul style="list-style-type: none"> Works with Board on who to invite Sets dates and locations Manages recruitment process Hires facilitator if required 	<ul style="list-style-type: none"> * Defines Why * Defines Who – potential committee members May be involved in recruitment * Selects their representative to the committee * Decides about hiring facilitator Commits to the process <p>* Board Approval Points</p>	<ul style="list-style-type: none"> Selects the Staff Representative to the Committee 	<ul style="list-style-type: none"> Gets recruited Commits to the process
2 Identifying Possibilities and Inventing the Future (Tasks 3, 4, 5)	<ul style="list-style-type: none"> Holds orientation meeting for staff Develops fact sheets Develops notes from Committee meeting and distributes to committee, staff and Board 	<ul style="list-style-type: none"> * Reviews committee work and approves or recommends changes 	<ul style="list-style-type: none"> Attends orientation Assists in developing fact sheets Reviews committee work in preparation for input next month 	Day-long meeting to: <ul style="list-style-type: none"> Develop community vision Develop needs list Select library service priorities
3 Assembling the Future (Tasks 6, 7 8)	<ul style="list-style-type: none"> Ensures staff meetings are held Prepares Board responses/input for the Committee Prepares staff responses/ input for the committee Appoints staff team to develop Goals and Objectives 	<ul style="list-style-type: none"> Receive update at Board meeting 	<ul style="list-style-type: none"> Attends staff meeting to review committee work and give input Participate (if assigned) in Goal/Objective writing team. Participate in meetings to define activities and resources needed. 	Holds 2 nd full day meeting to: <ul style="list-style-type: none"> Review Board's Response Review Staff Response Select Final Service Responses
4 Communication: Informing the Stakeholders (Task 9)	<ul style="list-style-type: none"> Ensures that final draft plan is written and distributed to Planning Committee Revises plan based on committee and distributes to Board 	* Board meets to approve plan		<ul style="list-style-type: none"> Meeting #3 to review plan and recommend needed changes
5 Moving into the Future (Task 10)	<ul style="list-style-type: none"> Distribute final plan to committee, staff and board. Hold Thank You event for committee 			<ul style="list-style-type: none"> Attends Thank you event for committee
Ongoing	<ul style="list-style-type: none"> Re-allocate resources Monitor implementation 	<ul style="list-style-type: none"> * Approve re-allocation of resources * Monitor Implementation 	Implements	