	Madison Senior Coalitions Workplan	Notes	START	FINISH	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
1	**Phase 1: Stakeholder Engagement & Initial Research (January – March 2016)**													
2	Conduct 90 minute project kick off meeting		3/1/2016	3/1/2016										
3	Conduct 8 stakeholder interviews		2/3/2016	3/10/2016										
4	Conduct 6 focus groups		4/13/2016	5/3/2016										
5	Review relevant background materials, synthesize interview findings and other research		2/3/2016	5/10/2016										
6	**Phase 2: Current Business Model Design and Assessment (February – April 2016)**													
7	Facilitate one 90-minute meeting to review phase one work, framing questions, and issues to consider		3/1/2016	3/1/2016										
8	Document review and due diligence		3/1/2016	4/30/2016										
9	Facilitate two, 3 hour meetings to develop current business model, review trends, and external factors	Mtg #1	3/29/2016	3/29/2016										
10	Facilitate two, 3 hour meetings to develop current business model, review trends, and external factors	Mtg #2	4/20/2016	4/20/2016										
11	**Phase 3: Research, Review, Evaluate, and Elaborate (May – August 2016)**													
12	Facilitate five, 4 hour meetings to develop alternatives, identify potential partnerships along key issues, and evaluate risks and mitigation strategies	**Mtg #3: 9:15 AM - 1:15 PM WMSC**	5/24/2016	5/24/2016										
13	Facilitate five, 4 hour meetings to develop alternatives, identify potential partnerships along key issues, and evaluate risks and mitigation strategies	**Mtg #4: 8:30-12:30 PM Downtown?**	6/8/2016	6/8/2016										
14	Facilitate five, 4 hour meetings to develop alternatives, identify potential partnerships along key issues, and evaluate risks and mitigation strategies	**Mtg #5: 12-4PM TBD East or South**	6/30/2016	6/30/2016										
15	Facilitate five, 4 hour meetings to develop alternatives, identify potential partnerships along key issues, and evaluate risks and mitigation strategies	**Mtg #6: 9:15-1:15pm**	7/19/2016	7/19/2016										
16	Conduct 4 external, stakeholder interviews and 4 focus groups to test strategic direction	Who Ext Int?	8/16/2016	8/16/2016										
17	Conduct 4 external, stakeholder interviews and 4 focus groups to test strategic direction	Who Focus Group?	8/16/2016	8/16/2016										
17	Conduct one, 90-minute meeting with the PWG to review external feedback and make revisions	Mtg #7	8/16/2016	8/30/2016										
18	Develop financial projections, collaboration and partnership strategies, evaluation and risk assessment		5/24/2016	7/19/2016										
19	Present new approaches to Senior Coalition boards	Each org? All together?	8/16/2016	8/30/2016										
20	**Phase 4: Implementation Planning (August-October 2016)**													
21	Consult with leadership team to discuss implementation plan and indicators of success and develop tools to be used for ongoing monitoring of implementation plans		8/30/2016	10/30/2016										
22	Provide 10 hours follow-up support to management as needed through implementation of new strategic direction(s)	Mtg #1	8/30/2016	9/13/2016										
23	Provide 10 hours follow-up support to management as needed through implementation of new strategic direction(s)	Mtg #2	9/13/2016	9/27/2016										
24	Provide 10 hours follow-up support to management as needed through implementation of new strategic direction(s)	Mtg #3	9/27/2016	10/11/2016										