

# Fitchburg State University Summary Strategic Planning Schedule 2014-15

	Summer 2014	Fall 2014	Jan/Feb 2015
Working Groups	Meet by choice to develop background and refine questions and charge; plan meetings, develop agendas, and reserve rooms. Also read external and internal documents for context to planning.	Meet regularly to answer questions and develop recommendations; hold forums for community input; deliver white paper with recommendations by <b>Nov 15</b> . Interact with SPC as they shape white paper information into first draft of plan.	Respond to plan drafts as community members
SPC (Strategic Planning Committee)	Meet monthly to explore national and Fitchburg State issues; keep in touch with where WGs are going. Make sure that WG and SPC meetings are planned, agendas developed, and rooms reserved. Begin meetings with WG chairs to coordinate activities.	Meet weekly on avg; build scenarios; attend and report to each other on WG meetings and forums; identify and deal with overlap of WG issues; prepare to draft plan and then draft it for <b>Dec 1</b> delivery to EPC; interact with WGs as appropriate. Interact with EPC in Dec. as they develop their version of the plan.	Respond to plan drafts as community members.
EPC (Executive Planning Committee)	Meet occasionally while developing significant expertise in national and local issues. Develop communication plan for fall and beyond. Prepare reports for trustees that are overviews of the process and directions.	Meet on issues and build scenarios; keep board informed of progress; receive first draft of plan <b>Dec 1</b> and deliver next draft to president by <b>Dec 20</b> .	Communicate revised plan to community; receive feedback; revise plan further as appropriate to achieve final version by <b>end of Feb.</b>

