

Guidance to City Committees
STEPS FOR ACTION PLANNING:

Get Oriented: Introduction

- Explain Action Planning & the Desired Outcome from each committee:
 - By July 31, submit up to 10 priority actions to the Mayor
 - Review milestones (flow chart)
- Key Things to Consider:
 - Committee mission & relevant plans
 - Health in All Policies
 - SMART Guidelines
 - Promote communication: actions may cover multiple goals/objectives

Develop Implementation Actions: To be submitted to Mayor by July 31

- Review documents: Comp Plan, Guidance, Spreadsheet, Worksheet

Step 1: Identify connections between Goals/Objectives & Committee: identify relevant goals/objectives where the committee will focus their action planning.

- Review spreadsheet and identify which goals/objectives apply to the committee.
- Lean toward inclusion vs. narrow view (44 objectives under 13 goals).
- Always keep in mind cross-communication with other committees

Step 2: Briefly Review Actions from 2001 Comp Plan for relevant goals/objectives

- Glean ideas – focus on those that meet the SMART criteria

Step 3: Develop List of Potential Implementation Actions for each relevant goal/objective

- Capture all ideas on paper
- Value all ideas equally, no judgment on value/relevance
- No need for wordsmithing or details
- When group agrees the ideas have been captured, move on to next objective

Step 4: Discuss & Select Priority Actions*

- Combine where appropriate
- Refine the wording for clarity
- Discard those that don't meet SMART principles or don't make sense
- Select up to 10 priority actions to focus on:
 - Meet SMART and guiding principles
 - Best achieve committee mission and priorities

Step 5: Complete Worksheet for each selected action