



## 30-30 Plan

Step to Accomplish	Responsibility (Who is taking responsibility for completing step?)	Key Contact (If team responsibility)	Goal Date (Anticipated completion date)	Completion Date (fill in when completed)
<b>Initial Planning Phase</b>				
Identify relevant partners				
Plan Civic Engagement forum				
Logistics (date/time/location/equipment/setup)				
Invitation list				
Invitations				
Organize logistics for planning sessions (dates/locations)				
Set up communication plan (How will you communicate between sessions?)				
Gather and organize input from Civic Engagement forum				
Determine when/where feedback to civic engagement participants will be held				
Prepare summary of Civic Forum for use in Session 1				



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<b>Planning Session 1</b>				
Review data and themes from Civic Engagement forum				
Examine economic data				
Select economic clusters to explore				
Write description of the region (locations, why this is a region)				
Write evidence base from outputs from civic engagement forum (Data SnapShot, positive features, challenges.				



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<b>Planning Session 2</b>				
Finalize cluster(s) to strengthen in plan				
Identify leakages to address				
Identify elements of CARE model that will best support cluster development				
Write evidence basis for clusters to target, leakages to address, and CARE strategies to be pursued.				



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<b>Planning Session 3</b>				
Conduct asset inventory to align with identified opportunities				
Identify potential barriers or challenges that need to be addressed.				
Match assets with potential opportunities				
Draft SMART goals				



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<b>Session 4</b>				
Identify ABC's for each goal				
Identify relevant, logical strategies for each goal and ABC structure				
Determine measures for each goal, including short, intermediate, and long term measures				
Write initial plan structure connecting goals to strategies to measures.				
Write Plan of Action to support strategies				



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<b>Writing and Implementing</b>				
Assemble plan draft				
Self-critique plan against High Quality Plan assessment				
Share draft with State Resource Team for comments/edits				
Finalize draft				
Present plan to participants from civic engagement forum and other interested individuals				
Fine-tune plan based on input from civic event				
Submit plan for High Quality Plan review				
Develop leadership structure for moving forward				
Progress through Plan of Work				