

Wisconsin Religious Collaborative Roadmap (6 months Jan-Jun 2019)

Submitted by Lyn Korte, 6/9/19

Step	Activity	Incremental Steps	Target deadline	Status
1	Infrastructure	Onboard Executive Director with Sisters of St. Francis of Assisi	1/2/19	Complete 1/2/19
		Execute MOU regarding expenses to be incurred by Executive Director	1/4/19	Complete 1/4/19
		Set up remote Executive Director office	1/4/19	Complete 1/4/19
		Research and propose backup/archival system	1/18/19	Complete 1/25/19
		Research and propose website vendor	1/18/19	Complete 2/27/19
		Research and propose email system	1/18/19	Complete 1/24/19
		Executive Committee meeting to review proposals	1/25/19	Complete 1/24/19
		Implement backup/archival system	2/1/19	Complete 5/10/19
		Implement website vendor	2/1/19	Complete 3/29/19
		Implement email system	2/1/19	Complete 5/14/19
		2	Branding, website, communications	Executive Director announcement
Executive Committee meeting to review round one branding proposals	1/25/19			Complete 1/25/19
Propose and agree logo, font, style options	2/11/19 (Bd Mtg)			Complete 3/1/19
Propose and agree outline for website and content	2/11/19 (Bd Mtg)			Complete
Establish branding style guide, including approved logo, font, style	3/1/19			Complete 3/29/19
Launch website	3/1/19			Complete 6/14/19
Develop speakers bureau (documented process for approvals and list distribution, record of past speaking and publishing, centralized listing of planned engagements, identification of proposed and targeted engagements as well as individual expertise for future referral)	4/15/19 (Bd Mtg)			Infrastructure complete, continuous updating
	Press release/announcements as appropriate (eg, research reports, next steps)	As needed	NA	
3	Introduction and discovery	Review research to date	12/17/18 (Bd Mtg)	Complete 12/17/18
		Develop questionnaire and interview script for member visits	2/1/19	Complete 2/1/19
		Plan visits to member sites	2/1/19	Complete 2/1/19
		Complete member visits	3/29/19	8 complete 4/24/19; one scheduled for 7/10/19
		Analyze member discovery findings and report to Board	4/15/19 (Bd Mtg)	4/15/19
		Develop questionnaire and interview script for non-member visits (or conference calls)	4/1/19	6/3/19
		Plan visits (or conference calls) to non-member sites	4/1/19	In progress
		Complete visits (or conference calls) to non-member sites	6/4/19	In progress
		Analyze non-member discovery findings and report to Board	6/24/19 (Bd Mtg)	In progress
4	Initiatives	Propose and agree prioritized list of initiatives based on research findings	6/24/19 (Bd Mtg)	6/24/19
		Begin individual initiative development plans (identifying potential resources, partners, timelines, budgets, etc.)	6/25/19	
NEXT STEPS				
		Confirm 2-year strategic plan and metrics (2019-2020)	8/?/19 (Bd Mtg)	
		Move into initiative development roadmap		