

MEETING AGENDA

DATE: Friday, December 7, 2018

RE: Our Southern Indiana Regional Development Plan: Project Kick Off

Discussion Items:

1. Project management plan
 - a. Detailed scope
 - b. Project Leadership Group Contact List
 - c. Milestone schedule

2. Project Binder
 - a. Introduction
 - b. Handbook
 - c. Role
 - d. Scheduling

3. Interim Deliverables
 - a. Project Communication and Engagement Plan
 - i. Methods and activities
 - ii. Social media channels
 - b. Project Leadership Group
 - c. Stakeholder List

4. Next Steps
 - a. Data collection
 - b. Existing plan review



Our Southern Indiana

Regional Economic Development Plan

December 7, 2018 | Project Kick Off Meeting





“Don’t fool yourself: having a strategy map is not the same as having a strategy”

-Jeroen De Flander





Agenda

Project Administration

Roles and Responsibilities

Interim Deliverables Discussion

Next Steps



1

Project Administration



Project Administration

Provided for you today:

- Draft contract language
- Draft scope of services
- Draft Project Leadership Group List
- Milestone Schedule



Project Administration

The project binder provided to you today is intended to be your one-stop shop for all thing related to this project.

Binder Contents

- Project Overview
- RDA Board Handbook
- Presentations and Deliverables
- Project FAQ's



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Roles and Responsibilities



Roles and Responsibilities

- 1. RDA Board Members (Staff)**
- 2. Project Leadership Group**
- 3. Stakeholders/ Public**

**PRIMARY ROLE IS TO
INFORM THE PROCESS AND
PROMOTE PARTICIPATION**



Roles and Responsibilities

YOUR ROLE AS A BOARD MEMBER

Guide

Review materials

Assist in decision making

Participate

Share your perspective

Share your ideas

Promote

Talk about the process

Encourage others to participate



Roles and Responsibilities

Your time is precious...we know that!

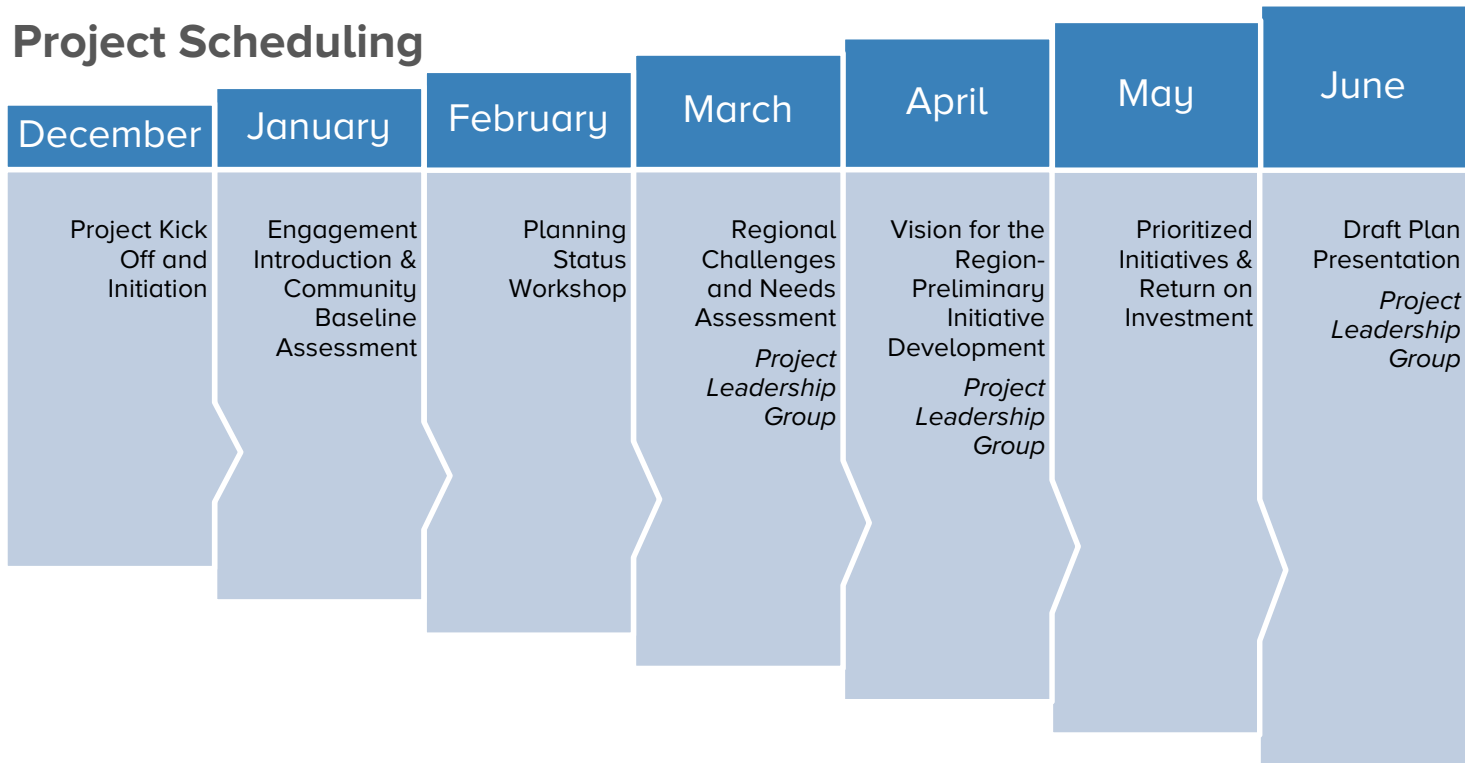
We will make every effort to make this process smooth and efficient.

- Project meetings will align with your regularly scheduled board meetings.
- When possible Project Leadership Group meetings will be held on the same day as RDA Board meetings.



Roles and Responsibilities

Project Scheduling





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Interim Deliverables



Interim Deliverables

Project Communications and Engagement Plan

- Outlines communication goals and key messages
- Broken down into categories- Internal and Public Facing




Interim Deliverables

Internal

- Sharefile site
- Team reporting
- Meeting materials
- Meeting summaries

Public Facing

- Website
- Online polls
- Speakers bureau series
- Stakeholder outreach
- Social media
- Public meetings



Who should our team reach out to and what role should they have?

?



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Next Steps



Next Steps

Data collection

Existing plan review

Development of communication tools

Project Leadership and stakeholder outreach



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MEETING SUMMARY

DATE: Friday, December 7, 2018

RE: Our Southern Indiana Regional Development Plan: Project Kick Off

Discussion Items:

1. PROJECT MANAGEMENT PLAN

The project team provided RDA Board members with a revised scope of services and set of contract language that addressed Wendy's initial comments on payment terms and timelines. The contract was also provided in both digital and hardcopy to the boards' new legal counsel.

The scope of services and contract language referenced three key items:

- a. **Detailed scope**- which includes phases, tasks, deliverables and any client assumptions the team has made.
- b. **Project Leadership Group Contact List**- This listing is a draft and is discussed in greater detail below.
- c. **Milestone schedule**- This is a draft outline of how the project will proceed. More information is outlined below.

2. PROJECT BINDER

The project team provided project binders for the board members as well as supporting staff members. The binder is intended to be a one-stop shop for project information and resources. The binder is broken down into the following categories.

- a. Project Overview
- b. RDA Board Handbook
- c. Presentation and Deliverables
- d. Project FAQ's

3. ROLES AND RESPONSIBILITIES

During the presentation the project team explained the roles and responsibilities of the RDA Board which are primarily to guide the process, assist in decision making, participate in activities and promote the planning process in their community.

The project team acknowledged that while they are asking for each board member to take on new activities and roles, they understand that time is precious. The project team outlined they will make every effort to provide for a smooth and efficient process in order to maximize schedules and available time. In order to do this the project team has:

- Aligned project update presentations/ workshops with the regular monthly meeting of the board. The presentation, and handbook materials outline the topic(s) that will be covered based on the project scope and previously scheduled board meetings.

Additionally the team will try to align additional project leadership and outreach meetings with regular meetings of the board.

4. INTERIM DELIVERABLES

As an initial step in the process, the project team presented a series of interim deliverables to the board.

- a. ***Project Communication and Engagement Plan*** which outlines communication goals and key messages for the project. The plan also outlined both internal and public facing tools that will be implemented throughout the planning process.
- b. ***Project Leadership Group*** outlines the preliminary list of community leaders (government officials) that may want or need to be included in the process. Currently the list is in alignment with what was shared in the project proposal, but the project team recognized that there are likely some organizations or institutions missing from the list.
- c. ***Stakeholder List*** outlines the public and private organizations and government leaders that we would like to interview for the project. These meetings will be held one on one, or in a small group (if these choose). Again, this list is a draft and is alignment with the proposal document but likely is missing some organizations, institutions or leaders.

Following the presentation of the interim deliverables the project team and the board had a discussion on the best way to identify and finalize the leadership and stakeholder lists. It was determined that the best way to proceed would be to provide the draft list to each RDA board member and they would then discuss the options and opportunities with the respective county commissioners.

Action item: On behalf of the RDA Board, Wendy will share the list of RDA board member emails and current county commissioner's emails with the project team. The project team will then share the draft list of participants as well as a preliminary list of interview questions with the group. The list of questions will be used to explain/ prepare potential participants. A final list of questions will be provided to all invitees later in the process.

5. NEXT STEPS

Between now and the next board meeting on January 4th, the project team will continue working towards the following:

- a. Data collection
- b. Existing plan review
- c. Communication tools including the website and social media outreach
- d. Finalizing the Project Leadership and Stakeholder outreach lists