1. **Planning & Preparation**
   - Strategic Plan (SP) Coordinator meets with County Executive & individual Board members to discuss a revised Strategic Plan development process (due to impacts of COVID-19).
   - In early June 2020, recommend revised development process to Board of County Supervisors (BOCS).
   - Convene and train the Strategic Plan Development Team (residents & staff), finalize project approach as well as community engagement approach.

2. **Initial Community Engagement**
   - SP Team will finalize online survey questions.
   - Conduct short online survey to solicit input on strategic plan focus areas.

3. **Community Visioning**
   - BOCS members will host at least one community conversation in each magisterial district to identify strategic priorities.
   - SP Team members and staff will facilitate virtual community conversations with residents.

4. **Identify Priorities**
   - SP Team will analyze input from survey and community conversations to identify priorities in each focus area.
   - Facilitate work session with BOCS to get input on SP goals.

5. **Develop the Draft Strategic Plan**
   - Based upon community input and BOCS direction, SP Team will draft Plan with goals, objectives, initiatives, and performance measures.

6. **BOCS & Community Feedback on Strategic Plan Draft**
   - Present draft Strategic Plan to BOCS and community for review and comments/feedback.

7. **Finalize & Adopt the 2021-2024 Strategic Plan**
   - SP Team will finalize the Strategic Plan based on feedback from BOCS, community and staff.
   - BOCS adopts the 2021 – 2024 Strategic Plan.

8. **Next Steps – Implementation & Reporting**
   - Create a SPARC – Strategic Plan Accountability & Reporting Committee – to collect data and report on activities.