Moab - Tomorrow Together Project Plan (Jan-June)

Phase 1: Tasks	Key Tasks	17-Jan	24-Jan	31-Jan	7-Feb	14-Feb	21-Feb	28-Feb	7-Mar	14-Mar	21-Mar	28-Mar	4-Apr	11-Apr	18-Apr	25-Apr	2-May	9-May	16-May	23-May	30-May	6-Jun	13-Jun	20-Jun	27-Jun
Future iQ onsite	Future iQ Team onsite																								
	Weekly calls between FiQ and Carly Castle and intermittant meetings with Moab Project Team (Project Team -																								
Task 1: Development of Project Plan	Initial Planning, meetings and schedule **(Completed)**																								
	FiQ produces Project Portal **(Completed)**																								
	FiQ produces Project Plan/Timeline **(Completed)**																								
	Project Team is set up **(Completed)**																								
	Deadline for Moab Council Meeting Packet/Docs - 3 Feb **(Completed)**																								
	FiQ presents at Moab Council Meeting - 7 Feb **(Completed)**																								
	FiQ produces Engagement/Communication Plan **(Completed)**																								
	FiQ submits Task 1 Invoice **(Completed)**																								
Task 2: Implementation																									
Background Interviews	FiQ schedules background interviews with council/staff and others **(Completed)**																								
	FiQ conducts interviews with council/staff and others **(Completed)**																								
	FiQ produces videos and SM jpegs for portal/SM **(Completed)**																								
Community Survey	FiQ produces Draft Community Survey **(Completed)**																								
	Project Team approves final draft Community Survey **(Completed)**																								
	FiQ produces Spanish version of Community Survey **(Completed)**																								
	Community Survey onto Portal and link distributed via SM, Newsletter, etc **(Completed)**																								
	Community Survey runs to 31 March **(Completed)**																								
	FiQ prepares Data Visualization of Community Survey																								
Think-Tank	FiQ produces Agenda and Application form for Think-Tank **(Completed)**																								
	Project team creates Think-Tank Invitation list **(Completed)**																								
	Project Team sends out Think-Tank Invitation/Agenda **(Completed)**																								
	Project Team organizes catering/refreshments **(Completed)**																								
	FiQ finalizes Think-Tank materials/handouts **(Completed)**																								
	Project Team prints Think-Tank materials/handouts **(Completed)**																								
	Think-Tank workshop is held - 6/7 April **(Completed)**																								
	FiQ produces Think-Tank Report																								
Vision Survey	FiQ produces Vision Survey																								
	FiQ prepares Data Visualization of Vision Survey																								
Community Engagement Workshops	Project Team organize workshop times and venues																								
	FiQ produce workshop materials and translations																								
	Engagement Workshops run (incl Spanish/Youth/Zoom) - Wk of 6 June																								

Moab - Tomorrow Together DRAFT Project Plan (July - Oct)

Phase 1: Task 2	**Key Tasks**	**4-Jul**	**11-Jul**	**18-Jul**	**25-Jul**	**1-Aug**	**8-Aug**	**15-Aug**	**22-Aug**	**29-Aug**	**5-Sep**	**12-Sep**	**19-Sep**	**26-Sep**	**3-Oct**	**10-Oct**	**17-Oct**	**24-Oct**	**31-Oct**
Future iQ onsite	Future iQ Team onsite																		
	Weekly calls between FiQ and Carly Castle and intermittant meetings with Moab Project Team (Project																		
Future Summit	Project Team organize Future Summit venue																		
	Organization of Future Summit (Format/Agenda/Rapid Polling/Presentation																		
	Future Summit held - week of 12 September																		
	FiQ submits Task 2 Invoice																		
Phase 2: Task 1 Synthesize Results and																			
Focus Groups	FiQ produce focus group topics and produce materials for focus groups (translated)																		
	Project Team invite individuals to join focus groups																		
	Focus Groups run wk of 8 Aug																		
City of Moab Vision and Strategic Action Plan	FiQ draft and finalize report with input from Project Team/Council																		
	FiQ submits Invoice																		
Phase 2: Task 2 Vision Presentation																			
	FiQ presents Community Vision and Strategic Action Plan to Council/Staff/Community																		
	FiQ submits Invoice																		