

Washington DDDS - Strategic Planning Timeline

Date	1/1/2024	1/15/2024	2/1/2024	2/15/2024	3/1/2024	3/15/2024	4/1/2024	4/15/2024	5/1/2024	5/15/2024	6/1/2024	6/15/2024	7/1/2024	7/15/2024	8/1/2024	8/15/2024	9/1/2024	9/15/2024	10/1/2024	10/15/2024	11/1/2024	11/15/2024	12/1/2024	12/15/2024	12/31/2024	January 1 - December 31, 2025
In Person Meetings				Consultant training, review plans, and start drafting objectives							Consultant training, review objectives, and start drafting action plans									Consultant training, review action plans, and discuss KPIs						
In Person Trainings with Consultant				Objectives and Action Plans							Effective meeting management, time management, and decision making									KPIs and Establishing Performance Metrics - An Introduction						
Virtual Trainings with Consultant		Behavioral assessments for those who have no experience	Leadership, management, workforce diversity and accessibility, and communication			Time management, stress management, and problem solving					Delegation, succession planning, and developing through coaching				Assistant management, coach to practice, coaching, and mentoring					Key performance indicators (KPIs) and developing metrics - An Introduction						
Include WHEEL, Supr, and District Title / Not			Yes	No	Yes				Yes	No					Yes					No / Yes						
Consultant-Related Tasks		Work with DIT and DIT on opening virtual training		Work with Consultant to prepare for 3/1/2024 meeting	Work with DIT and DIT on opening virtual training				Work with DIT and DIT on opening virtual training	Work with consultant to prepare for 6/1/2024 meeting				Work with DIT and DIT on opening virtual training						Work with Consultant to prepare for 10/1/2024 meeting and virtual training with DIT				Work with Consultant on virtual training	Work with Consultant to formulate and finalize strategic plan from DIT to KPIs	
Assigned Tasks for Executive Leadership Team	Work with Consultant on overall plan and timeline		Alignment Check	Managers to seek input on objectives from respective units	Work with units on refining objectives		Finalize objectives		Alignment Check	Managers to meet with respective units to develop action plans			Work with units on developing action plans	Finalize action plans			Alignment Check		Managers to meet with respective units to identify KPIs	Work with units on identifying KPIs			Finalize KPIs	Start monitoring KPIs, working on establishing metrics across the board, developing business processes, and updating position descriptions		
DDP-Related Tasks					Work with units on refining and finalizing objectives								Work with units on developing and finalizing action plans							Work with units on identifying and finalizing KPIs					Alignment Check	
Other Notes	Submit W&AF for FY 2024					Spring vacation, submit W&AF for FY 2024					Submit W&AF for FY 2024, 4th of July holiday		Heavy visit of outreach team							2023-24 Performance Cycle ending, 2024-25 Performance Cycle starting, FY 2024 ending and FY 2024 Annual Plan Due				Finalizing performance evaluations and annual forms and holiday season with Thanksgiving and Christmas holidays		

Core Leadership Competencies: Communication, Leadership, Accessibility, Relationships, Task Management, Production, Development of Self/Personal Development

Leadership and management, Objectives, action plans, and KPIs, Diversity, inclusion, Assessment, measurement, Delegation, Conflict to win with, Coaching and com, Feedback and com, Active listening skills, Time management, Effective meeting management, Decision making, Stress management, Problem solving, Diverse Workforce, Succession and succession, Planning