



AGENDA ITEM: 7
DATE OF MEETING: April 25, 2013
ACTION: _____
INFORMATION: X

STRATEGIC PLAN PROCESS

SUMMARY OF REQUEST

The Glen Price Group is the contractor First 5 California has retained to facilitate the Commission's Strategic Plan development process. The presentation will provide an overview of the work plan and methodology proposed by the Glen Price Group to develop a new multi-year Strategic Plan for the Commission's eventual approval.

BACKGROUND

At the January 2013 Commission meeting, the Commission approved the development of a new Strategic Plan for First 5 California. Since the prior Strategic Plan is virtually complete, the new Strategic Plan will serve as an important compass for the Commission's deliberations to decide how best to plan future work, investments, and partnerships, especially in light of the current and projected fiscal environment. As a result of the Commission's approval, staff issued a competitive solicitation for a consultant to facilitate the strategic planning process, and has since executed an agreement with the Glen Price Group. The scope of work in that agreement included the presentation of the consultant's proposed methodology and stakeholder engagement plan to the Commission. The plan also will address how the process will involve the Commission's ad hoc Strategic Planning Advisory Committee.

The presentation is for informational purposes only, and no action will be requested of the Commission at this time.

ATTACHMENTS

- A – DRAFT Strategic Planning Workplan
- B – Strategic Planning Process Overview

First 5 California Strategic Planning | Summary Key Milestones | DRAFT

KEY MILESTONES										Responsible	
Present draft Project Work Plan and Schedule, and Stakeholder Input Plan at First 5 Commission meeting in Sacramento	4/25										GPG
Present draft Statement of Strategic Direction at the First 5 Commission meeting in Sacramento				7/25							GPG
Present final strategic plan--final Statement of Strategic Direction and SOAR (Strategic Objectives, Activities, and Responsibilities)--at the First 5 Commission meeting in Burbank							10/24				GPG

Activity	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible
I. Development of Work Plan, Schedule, and Stakeholder Input Plan										GPG & F5

II. Planning Process Organization and Management										GPG
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III. Document and Data Review										GPG & F5
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IV. Stakeholder Engagement Phase I: Initial Input on Draft Strategic Plan Components										GPG in consultation with F5 and Core Planning Team
<i>::Stakeholder Interviews</i>										
<i>::Stakeholder Online Survey</i>										
<i>::In-Person Workshops</i>										
<i>::First 5 CA and County Commissions Engagement</i>										

First 5 California Strategic Planning | Summary Key Milestones | DRAFT

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Activity	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible
III. Draft Strategic Plan: Statement of Strategic Direction and Strategic Objectives, Activities, and Responsibilities (SOAR)										GPG in consultation with F5 and Core Planning Team
<i>::Statement of Strategic Direction and Components: Vision, Mission, and Values</i>										
<i>::Strategic Objectives, Activities, and Responsibilities (SOAR) and Components: Monitoring, Resource Allocation, and Communications Plans</i>										

IV. Stakeholder Engagement Phase II: Feedback on Final Draft Strategic Plan Components										GPG in consultation with F5 and Core Planning Team
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First 5 California Strategic Planning | Detailed Project Work Plan and Schedule | DRAFT

KEY MILESTONES										Responsible	
Present draft Project Work Plan and Schedule, and Stakeholder Input Plan at First 5 Commission meeting in Sacramento	4/25										GPG
Present draft Statement of Strategic Direction at the First 5 Commission meeting in Sacramento				7/25							GPG
Present final strategic plan--final Statement of Strategic Direction and SOAR (Strategic Objectives, Activities, and Responsibilities)--at the First 5 Commission meeting in Burbank								10/24			GPG

Activity	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Responsible	
I. Development of Work Plan, Schedule, and Stakeholder Input Plan											
Present draft Project Work Plan and Schedule, and Stakeholder Input Plan at First 5 Commission's April 25 meeting in Sacramento	4/25										GPG
Develop a comprehensive response to the Commission and modify the proposed Project Work Plan and Schedule, and Stakeholder Input Plan, reflecting input from the Commission Meeting.											GPG
Produce Final Stakeholders Input Plan											GPG
Produce Final Project Work Plan and Schedule											GPG
Convene Core Planning Team to guide strategic planning process											GPG & F5

II. Planning Process Organization and Management											
Create, maintain, and utilize file and data sharing systems											GPG & F5
Create web and social media communications and engagement systems											GPG
Select, convene, and activate/run staff planning team (management and operations)											GPG & F5
Select, convene, and activate/run Core planning Team (policy, leadership, strategy)											

III. Document and Data Review											
Access, consolidate, and summarize as needed CCELP data and documentation											GPG
Provide GPG with relevant data and documents											F5
Field and stakeholders for document/data review and submission											GPG & F5
Inventory, summarize, and theme data and documents - use as basis for interview and survey development											GPG

IV. Stakeholder Engagement Phase I: Initial Input on Draft Strategic Plan Components											
::Stakeholder Interviews											
Identify key stakeholders for interviews											F5, Core Planning Team, GPG
Develop interview questions											GPG
Schedule and conduct interviews											GPG
Analyze interviews to capture key themes, areas of inquiry for the survey and specific suggestions for the strategic plan											GPG
::Stakeholder Online Survey											
Develop survey (web-based)											GPG
Invite stakeholders to participate in survey											Core Planning Team & GPG
Tabulate survey results											GPG
::In-Person Workshops											
Identify and invite stakeholders to attend two regional in-person workshops											Core Planning Team & GPG
Identify and confirm locations for two regional in-person stakeholder workshops											GPG
Design workshops based on results of stakeholder interviews, quantitative survey, and F5 CA Commission feedback on draft SSD and components											GPG in consultation with F5 and Core Planning Team

First 5 California Strategic Planning | Detailed Project Work Plan and Schedule | DRAFT

KEY MILESTONES										Responsible
Present draft Project Work Plan and Schedule, and Stakeholder Input Plan at First 5 Commission meeting in Sacramento	4/25									GPG
Present draft Statement of Strategic Direction at the First 5 Commission meeting in Sacramento				7/25						GPG
Present final strategic plan--final Statement of Strategic Direction and SOAR (Strategic Objectives, Activities, and Responsibilities)--at the First 5 Commission meeting in Burbank							10/24			GPG
Activity	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Responsible
Conduct two in-person workshops										GPG

::First 5 CA and County Commissions Engagement										
Design and facilitate participatory planning session for First 5 CA Commission to get feedback on emerging themes from stakeholder interviews and surveys and resulting draft SSD. Engage Commissioners in identifying key elements of draft vision, mission, and values statements.										GPG
Design and facilitate participatory session for First 5 Association's (F5 A) July 24 meeting				7/24						GPG in consultation with F5, Core Planning Team, and F5 A

V. Draft Strategic Plan: Statement of Strategic Direction and Strategic Objectives, Activities, and Responsibilities (SOAR)

::Statement of Strategic Direction and Components: Vision, Mission, and Values										
Aggregate and analyze input from all stakeholder engagement activities and share with First 5 CA										GPG in consultation with Core Planning Team
Develop a draft Statement of Strategic Direction based on emerging initial stakeholder engagement activities including session with F5 CA Commission										GPG in consultation with F5 and Core Planning Team
Develop draft vision statement										GPG in consultation with F5 and Core Planning Team
Develop a draft mission statement										GPG in consultation with F5 and Core Planning Team
Develop draft core values and philosophies										GPG in consultation with F5 and Core Planning Team

::Strategic Objectives, Activities, and Responsibilities (SOAR): Monitoring, Resource Allocation, and Communications Plans

Develop draft strategic objectives and goals based on draft Statement of Strategic Direction and input from stakeholder engagement activities, particularly the two workshops										GPG in consultation with F5 and Core Planning Team
Develop a draft Action Plan including activities and responsibilities to accomplish strategic objectives and goals based on draft strategic objectives and input from stakeholder engagement activities, particularly the two workshops										GPG in consultation with F5 and Core Planning Team
Develop a draft Strategic Planning Monitoring Plan										GPG in consultation with F5 and Core Planning Team
Research and advise on the use of automated monitoring and tracking systems										GPG in consultation with F5 and Core Planning Team
Develop a draft Resource Allocation Plan										GPG in consultation with F5 and Core Planning Team

First 5 California Strategic Planning | Detailed Project Work Plan and Schedule | DRAFT

KEY MILESTONES										Responsible
Present draft Project Work Plan and Schedule, and Stakeholder Input Plan at First 5 Commission meeting in Sacramento	4/25									GPG
Present draft Statement of Strategic Direction at the First 5 Commission meeting in Sacramento				7/25						GPG
Present final strategic plan--final Statement of Strategic Direction and SOAR (Strategic Objectives, Activities, and Responsibilities)--at the First 5 Commission meeting in Burbank							10/24			GPG
Activity	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Responsible
Develop a draft Communications Plan for the strategic plan										GPG in consultation with F5 and Core Planning Team
VI. Stakeholder Engagement Phase II: Feedback on Final Draft Strategic Plan Components										
Present draft "Statement of Strategic Direction" (SSD) to F5 CA Commission for feedback				7/25						GPG in consultation with F5 and Core Planning Team
Incorporate feedback on draft SSD from First 5 Association and Commission meetings										GPG in consultation with F5, and Core Planning and Partnership Advisory Teams
Post draft strategic plan on website with accompanying web-based survey to obtain feedback										GPG in consultation with F5, and Core Planning and Partnership Advisory Teams
Incorporate stakeholder feedback from web-based survey in to final draft of strategic plan										GPG in consultation with F5, and Core Planning and Partnership Advisory Teams
Design and facilitate participatory session for F5 A's October 23 meeting									10/23	GPG in consultation with F5 and Core Planning Team
Present final draft strategic plan (SSD + SOAR) to F5 CA Commission for feedback									10/24	GPG in consultation with F5 and Core Planning Team
Incorporate feedback on draft strategic plan from First 5 Association and Commission meetings										GPG in consultation with F5, and Core Planning and Partnership Advisory Teams
Provide final strategic plan to F5 CA										GPG in consultation with F5, and Core Planning and Partnership Advisory Teams



First 5 California Strategic Planning Process Overview



Why a Strategic Plan?

We will:

- Define the future we seek to create for First 5 California;
- Define success and how we measure it; and
- Use the process to continue building the partnerships essential for success.

What will the Strategic Plan Look Like?

Two Primary Pieces:

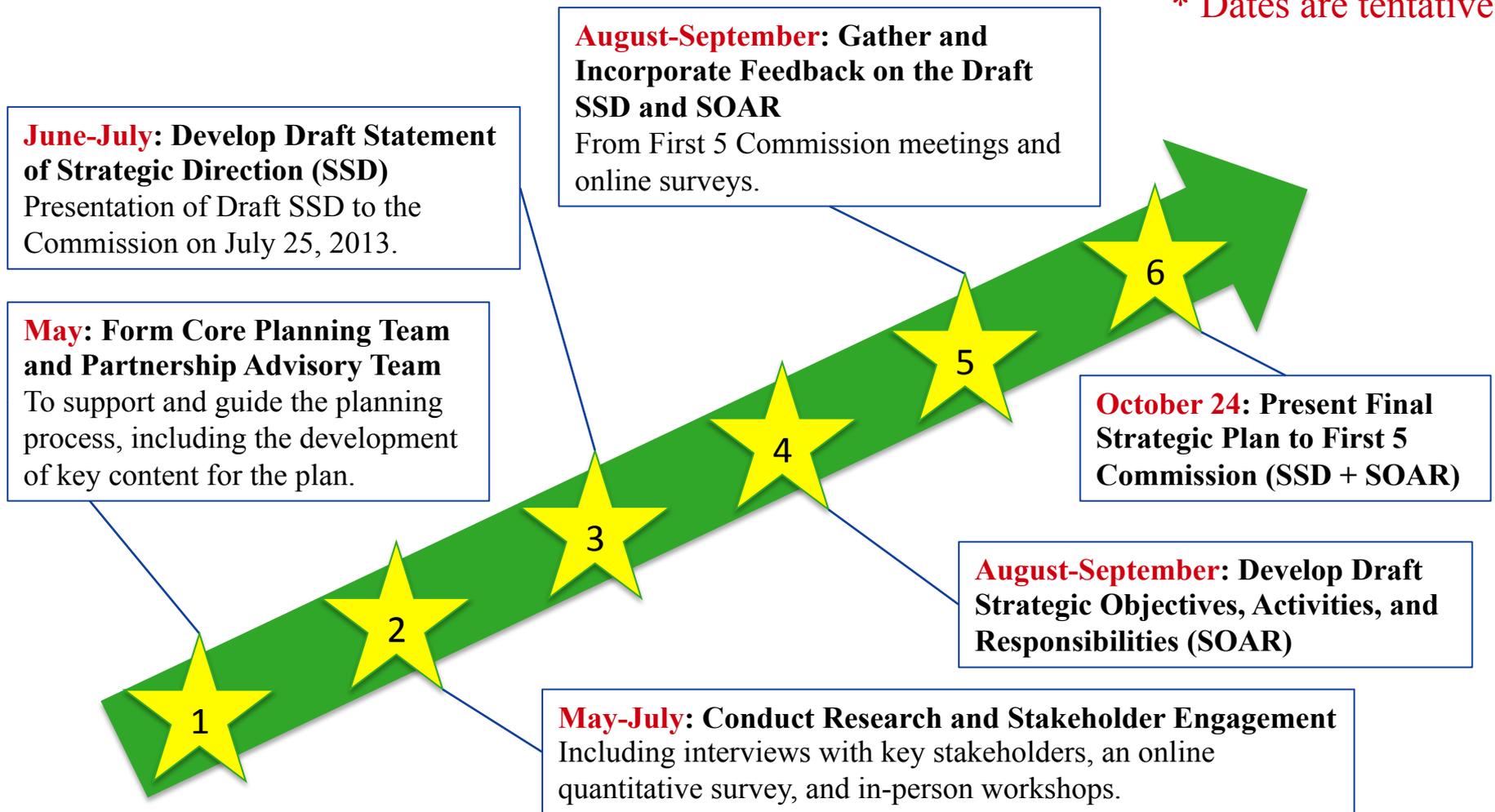
1. Statement of Strategic Direction (SSD)
 - Vision, Mission, Values, and Goals
2. Strategic Objectives, Activities, and Responsibilities (SOAR)
 - Includes Monitoring, Resource Allocation, and Communications Plans

Key Features of the Strategic Plan Process

- **Rapid**
 - 6-month timeline
- **Participatory**
 - Participatory Commission strategic planning meetings
 - Extensive stakeholder engagement including interviews, surveys, and in-person workshops

Timeline: Key Milestones

* Dates are tentative



Timeline: Key Milestones

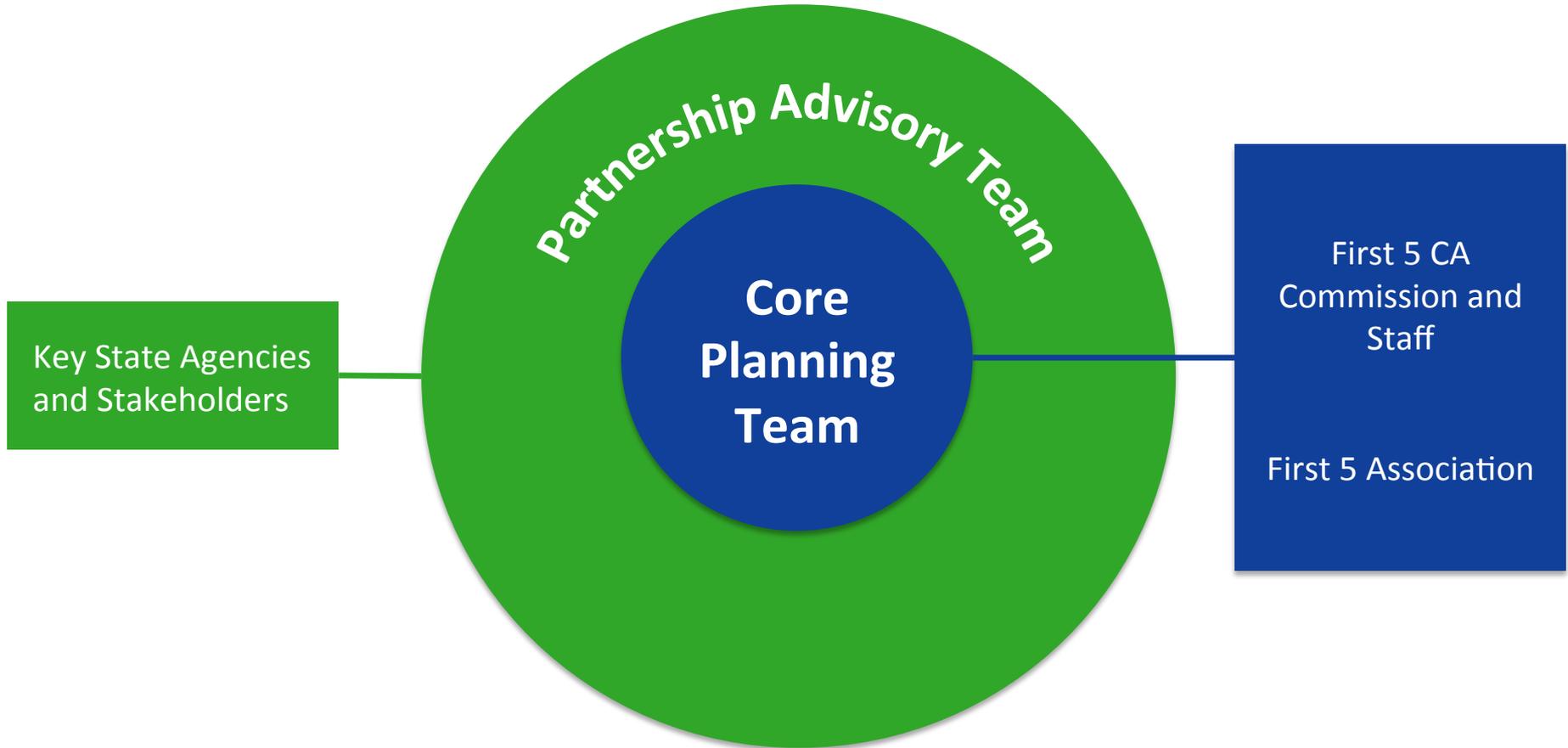
* Dates are tentative

May: Form Core Planning Team and Partnership Advisory Team

To support and guide the planning process, including the development of key content for the plan.

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Core Planning Team & Partnership Advisory Team



Core Planning Team

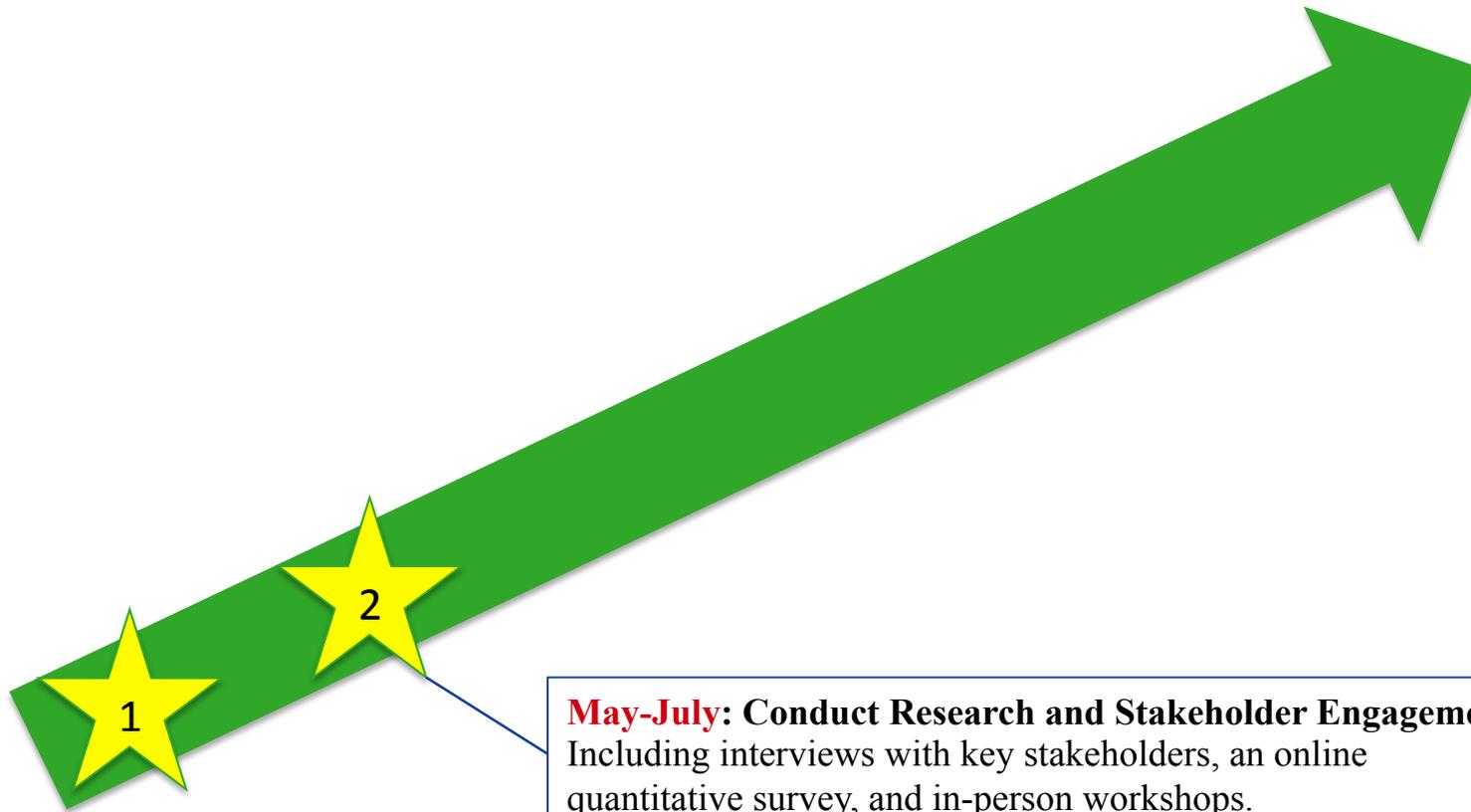
- **Composition**
 - First 5 CA Commission and Staff
 - First 5 Association
- **Key Responsibilities**
 - Help guide the strategic planning process by providing input and feedback on process elements such as survey questions, workshop designs, draft plan materials, etc.
- **Time Commitment**
 - In-person or webinar meetings twice monthly
 - Additional time to develop and/or review materials and communicate with the Partnership Advisory Team

Partnership Advisory Team

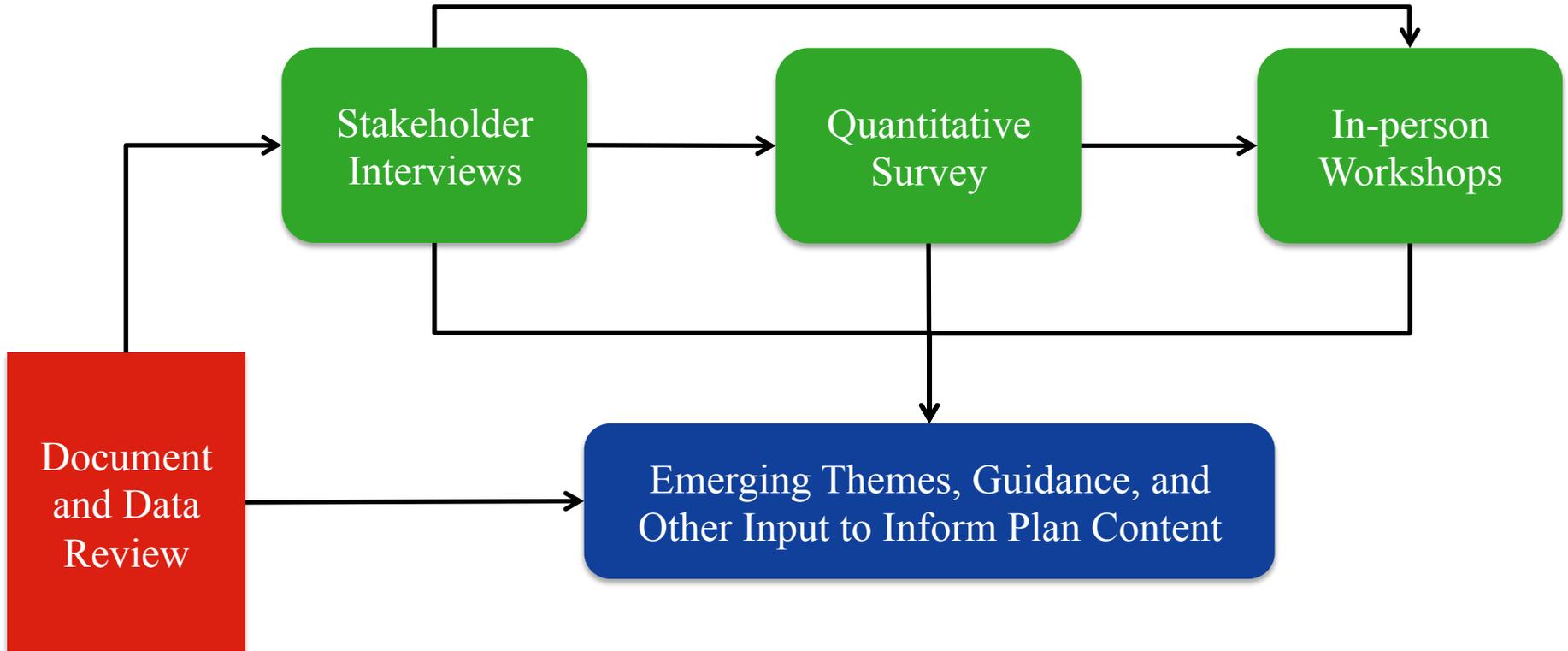
- **Composition**
 - Key Stakeholders and State Departments to be identified
- **Responsibilities**
 - Provide as-needed support, guidance, feedback, etc. to the Core Planning Team
- **Time Commitment**
 - Ad-hoc

Timeline: Key Milestones

* Dates are tentative



Stakeholder Engagement: Phase I



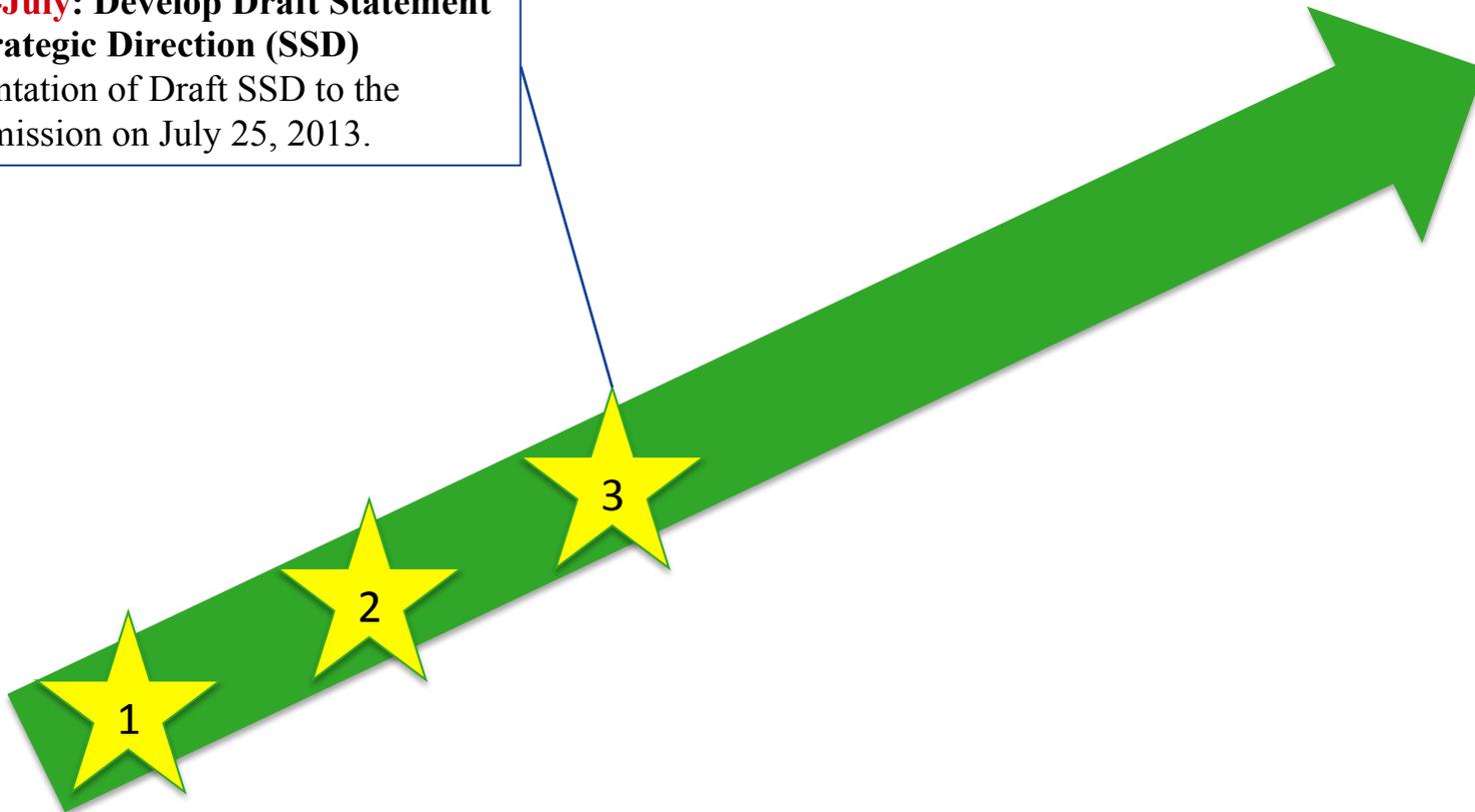


Timeline: Key Milestones

* Dates are tentative

June-July: Develop Draft Statement of Strategic Direction (SSD)

Presentation of Draft SSD to the Commission on July 25, 2013.

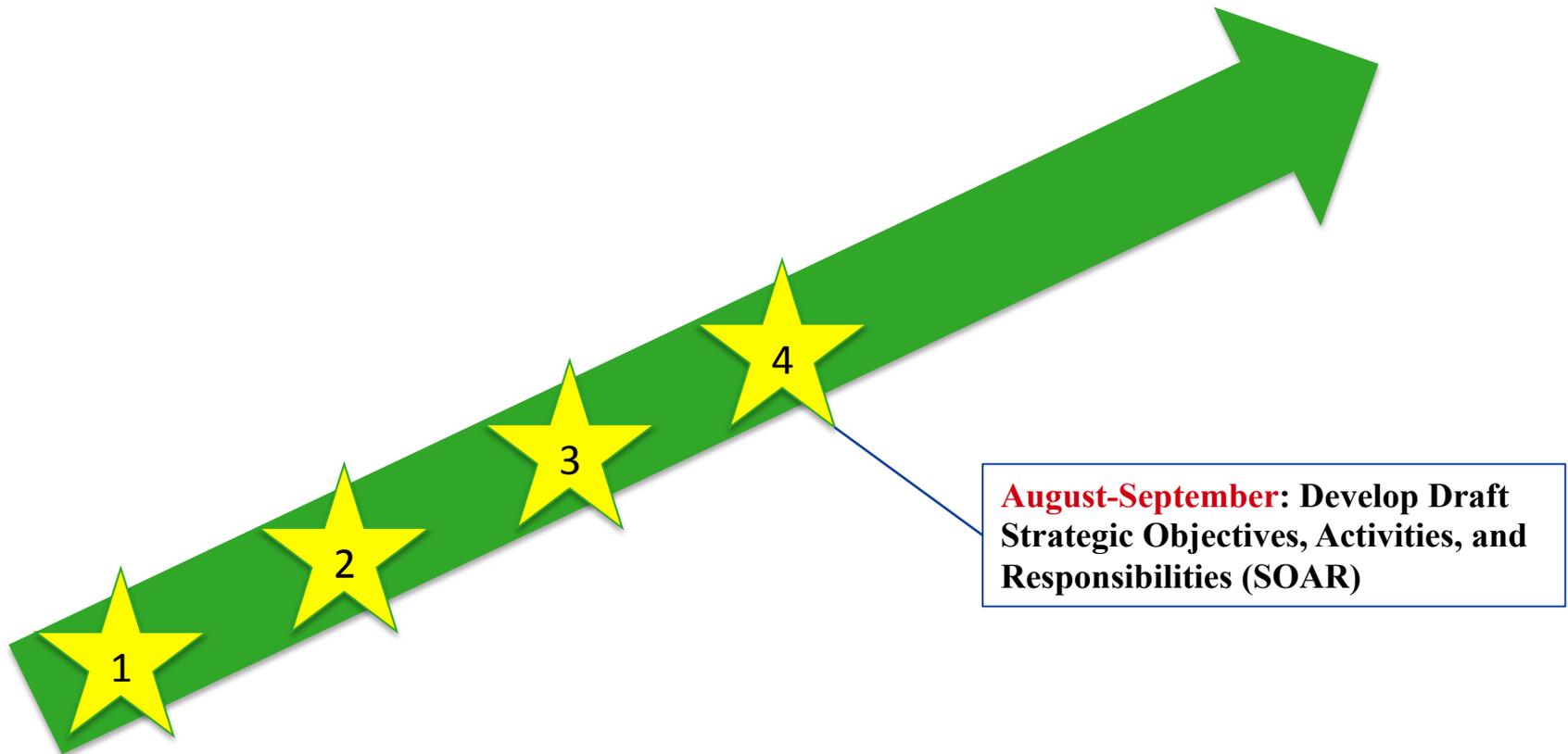


Statement of Strategic Direction (SSD)

- Hold planning session with the First 5 CA Commission to begin developing SSD content.
- Use stakeholder engagement outputs/results to inform the development of:
 - Vision statement
 - Mission statement
 - Core Values
 - Goals
- Produce a draft SSD for presentation to the Commission on July 25, 2013.

Timeline: Key Milestones

* Dates are tentative



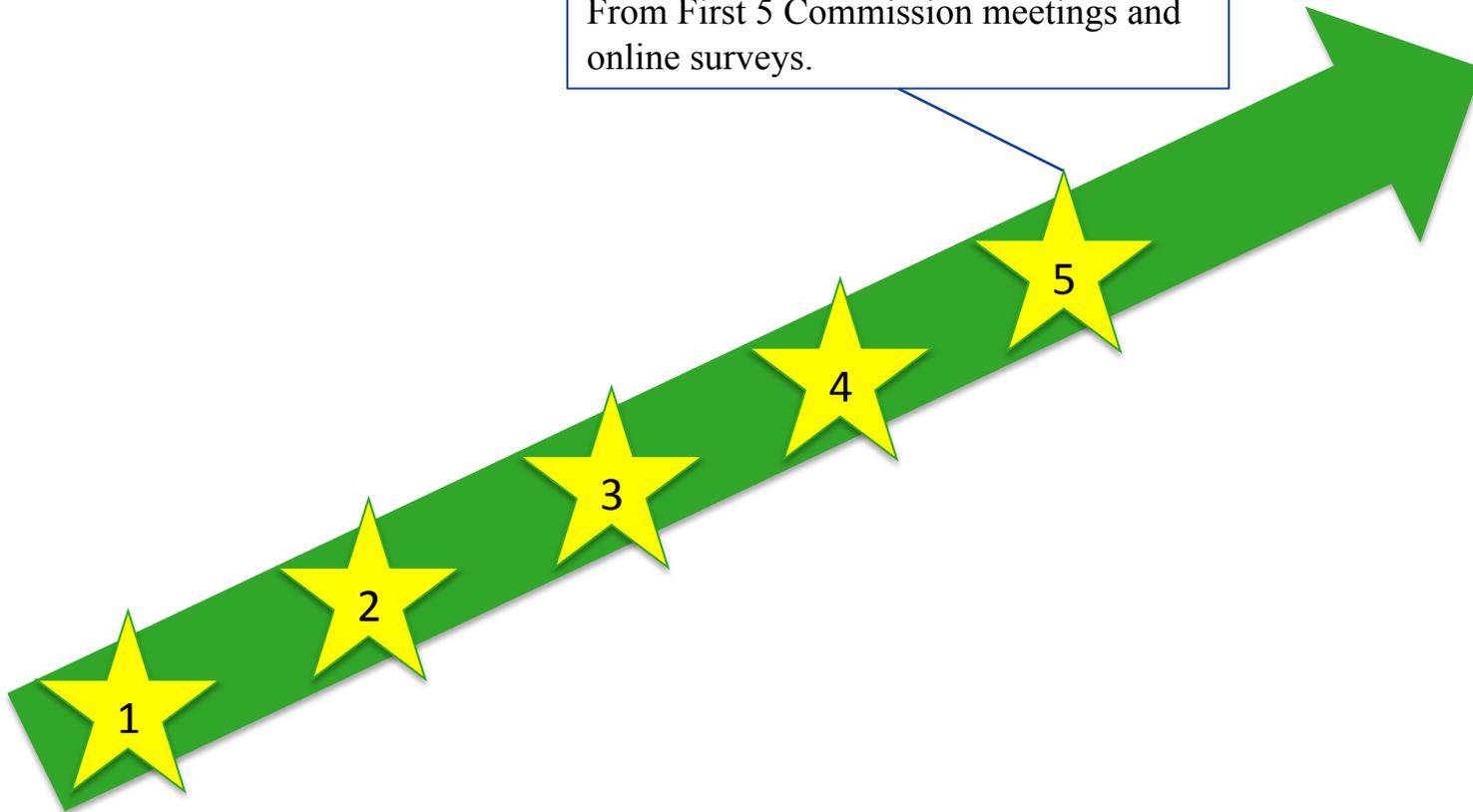
Strategic Objectives, Activities, and Responsibilities (SOAR)

- Work with the Core Planning Team to develop:
 - Objectives for each Goal in the SSD
 - Activities for each Objective
 - A Monitoring Plan including Indicators of Success and Annual Targets
 - A Communications Plan
 - A Resource Allocation Plan

Timeline: Key Milestones

* Dates are tentative

August-September: Gather and Incorporate Feedback on the Draft SSD and SOAR
From First 5 Commission meetings and online surveys.

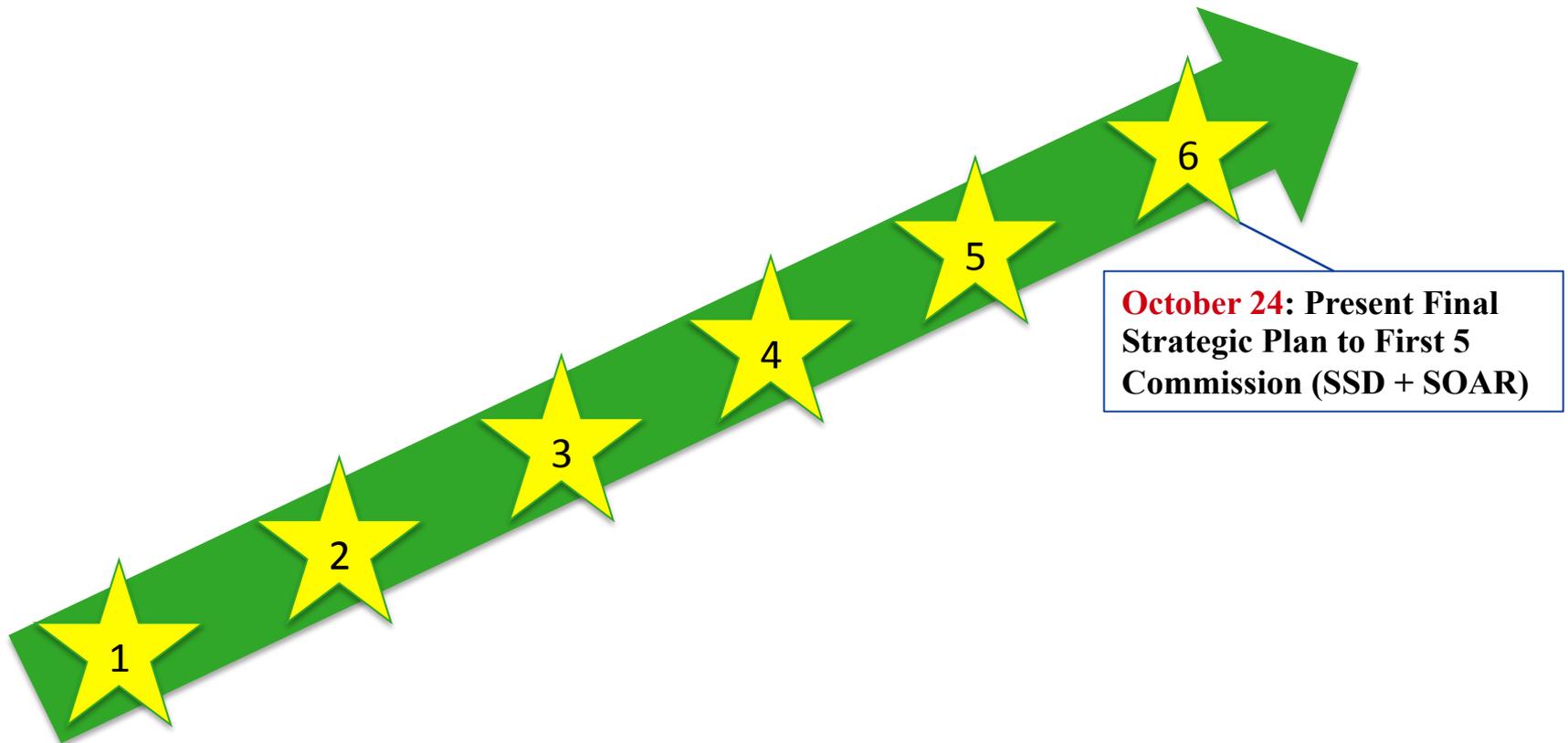


Feedback on SSD and SOAR (Stakeholder Engagement Phase II)

- Gather feedback on the draft SSD and SOAR from:
 - First 5 CA Commission
 - Core Planning Team
 - Partnership Advisory Team
 - Regional Workshops
 - Online Survey
- Incorporate feedback to produce final SSD and SOAR

Timeline: Key Milestones

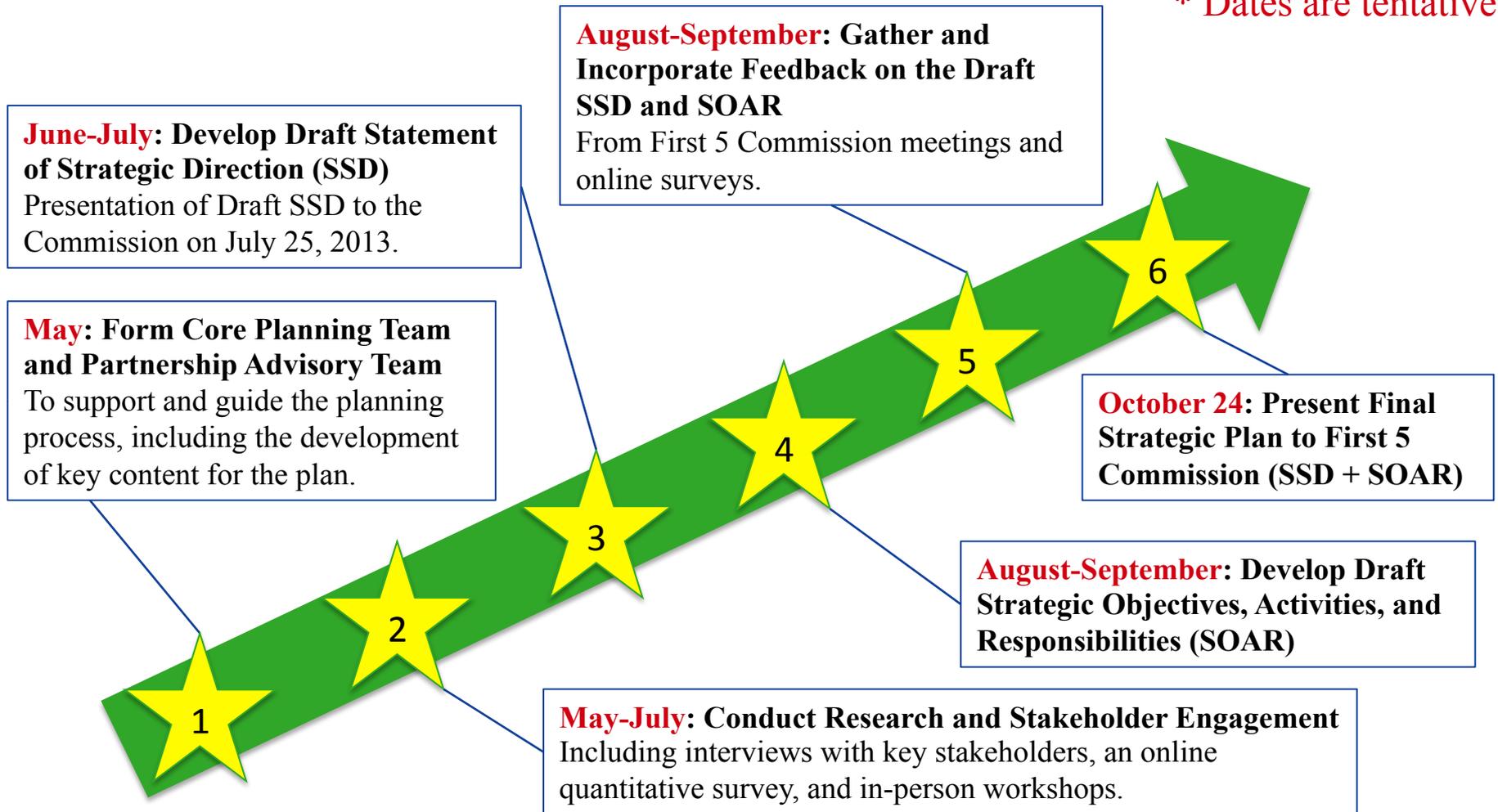
* Dates are tentative



October 24: Present Final Strategic Plan to First 5 Commission (SSD + SOAR)

Timeline: Key Milestones

* Dates are tentative



First 5 California Strategic Planning Process Overview



Presented by:
The Glen Price Group
www.glenpricegroup.com