

Plan of Work Discussion Questions

1. Whom should we invite to be on the Task Force from each of the following groups?
 - a. Business Leaders
 - b. Development Professionals
 - c. Local Government
 - d. Educational Institutions
 - e. Other Community Leaders
2. Which member of the Leadership Team will do each of the tasks shown in the Plan of Work? (Fill out the Plan of Work; see the Plan of Work template)
3. What tasks will you assist other team members to complete? (Remember, each coordinator is only the leader of their primary area not the whole team.)
4. Are there other tasks that need to be done which are not shown on the Plan of Work? If so, what are they, who should do them, and when should they be done?
5. How many firms should be visited? (Remember that you need half as many volunteers as firms to be visited assuming each team visits four firms; two-thirds as many if each team visits three firms and an equal number if each team visits two firms)
6. What types of firms should we recommend be visited? (Manufacturing, tourism, retail, mixed sectors, dairy, etc.)?
7. What do you think of the suggested agenda for the visitor training? Any changes needed?
8. What date, time, and place should we hold the first Task Force meeting following visitor training
9. What can we do to ensure a good turnout?

PLAN OF WORK TEMPLATE

Community _____
Certified BR&E Coordinator: _____ Phone: _____ e-mail _____

Leadership Team Members assuming the following roles:

Coordinator: _____ Phone: _____ e-mail _____
Media Relations: _____ Phone: _____ e-mail _____
Business Resources: _____ Phone: _____ e-mail _____
Milestone Meeting facilitator: _____ Phone: _____ e-mail _____
Visitation Director: _____ Phone: _____ e-mail _____

Task Force Members:

Business Persons:

Development Professionals:

Local Government Officials:

Educational Professionals:

Other Community Leaders

Addresses: Attach complete addresses, with phone numbers and e-mail for each person.

Preparations for the Visitor Training

If these preparations are done, the visitation completion rate will be very high, often above eighty percent. While the visitation director oversees this aspect of the program, all Leadership Team members and some Task Force members will need to help to get the tasks done on time.

Before the Firm Visits Are Done:

The Visitation Director coordinates this stage of the program but will need the help of all of the other members of the Leadership Team.

Target Date/Person Responsible

Practice Visits

Select date _____

Select two firms to visit _____

Send firms copy of letter and survey _____

Handle immediate follow-up from visits _____

Make copies of surveys from practice visits
and mail to the BR&E research office _____

Find local economic development resources _____

Task Force Organizational Meeting

Arrange room with speakerphone _____

Who will personally contact whom? _____

Mail out notices to Task Force _____

Telephone tree reminder on meeting day _____

Preparation for Visitor Training

Secure written endorsement from sponsoring group _____

Secure written endorsements from other local groups _____

Prepare mailing labels needed for program

1. Firms to be visited _____

2. Firm Visitors _____

3. Task Force members _____

Mail notice of visitor training _____

Organize telephone tree for contacting the
visitors on day of training _____

Mail letter and survey to firms _____

Arrange meeting room for training
(with phone jack and tables) _____

Get speakerphone, DVR, TV and computer with
LCD projector _____

Write a news release on BR&E Visitation

Select date of first Task Force meeting
after firm visits are started for flag review

Preparations for Media Coverage

The Media Coordinator either writes news releases for the local media or encourages media staff to cover the program at the following stages:

1. Applying for the program
2. Being accepted in the program
3. Training the visitors
4. Visiting local businesses
5. Following up on industry's concerns
6. Special interest stories on unique products or services of local firms
7. Community Commencement Meeting
8. Implement specific recommendations

Preparations for Immediate Concerns or "Red flag" Review

The Business Resources leader organizes this aspect of the program (often will call on other Leadership Team members or Task Force members for assistance). Contact the state/provincial, regional and/or federal agencies on assistance available

Prepare 1 to 2 page summary on assistance programs to send to firms after firm visits

Organize 2 or 3 Task Force meetings for red flag review, starting two weeks after firm visits are started

Coordinate red and yellow flag follow-up

Preparations for Task Force Retreat and Plan Recommendations and Plan Completion

The Leadership Team organizes this retreat under coordination of the Milestone Meeting Facilitator. This is about six to eight weeks after completing the surveys.

- 1. Make physical arrangements for retreat _____
- 2. Send out written invitations for retreat _____
- 3. Organize telephone network for retreat _____

Preparations for Community Input Commencement Meetings

The Milestone Meeting facilitator organizes the Leadership Team efforts on this meeting, which is held about four weeks after the Retreat.

- 1. Make physical arrangements for meetings _____
- 2. Send out written invitations for meetings _____
- 3. Organize telephone network for meetings _____

Implementation of Priority Projects:

Date of First Task Force Meeting After
Community Commencement Meeting _____