

Sample Six-Month Workforce Development Planning Project Timeline

month 1	<ul style="list-style-type: none">· Form initial planning team.· Complete the capacity, readiness, and goals assessment.· Identify steering committee, set meeting dates, and coordinate project logistics.
month 2	<ul style="list-style-type: none">· Begin data collection and analysis for the needs assessment.· Host meeting 1 (project kickoff meeting).· Begin needs assessment efforts (survey and/or company presentations).
month 3	<ul style="list-style-type: none">· Host meeting 2 (needs assessment).· Conduct additional needs assessment outreach.
month 4	<ul style="list-style-type: none">· Host meeting 3 (environmental scan and vision development).
month 5	<ul style="list-style-type: none">· Host meeting 4 (priority and action item development).· Convene a writing committee to develop the final plan document.
month 6	<ul style="list-style-type: none">· Begin implementation.· Host action item planning subcommittee meetings.· Develop a schedule for future meetings and implementation tracking.