

SE Florida Regional Vision and Blueprint Work Plan

Where Are We Now?

Detailed Tasks	Feb-11				March-11				April-11				May-11				June-11				July-11				August-11				September-11				October-11				November-11				December-11					
	7	14	21	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19
Scoping Phase	HUD Agreement								60 Days								120 Days																													
Task S1 Governance, Organization	HUD Agreement								60 Days								120 Days																													
Task S2 Work Plan Development	HUD Agreement								60 Days								120 Days																													
Task S3 Consortium Agreements	HUD Agreement								60 Days								120 Days																													
Task S4 Recruit Staff	HUD Agreement								60 Days								120 Days																													
Task S5 Form and Operationalize Work Groups and Committees	HUD Agreement								60 Days								120 Days																													
Task S6 Initiate Early Stages of Activities	HUD Agreement								60 Days								120 Days																													
Task S7 Develop RFP(s)	HUD Agreement								60 Days								120 Days																													
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**SE Florida Regional Vision and Blueprint Work Plan**

**How Do We Get There?**

Detailed Tasks	December-12					January-13				February-13				March-13				April-13					May-13				June-13				July-13					Aug-13				Sep-13					Oct-13			
	3	10	17	24	31	7	14	21	28	4	11	18	25	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	30	7	14	21	28
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Task 5.7 Outreach Program and Regional Dialogue	Community Feedback																																															
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Task 7.3 Identify, Scope and Implement Demonstration Projects	Vision Integration Strategies Select Projects																																															
Task 7.4 Create a Regional Tool Box	Regional Tool Box Initiation																																															
Task 7.5 Refine and Update Regional Blueprint	Progress Report																																															

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# Scoping Phase

Livability Principles Addressed: Develop Detailed Scope to Fully Address Livability Principals  
 Long Term Outcomes: Build Governance Structures, Outreach Efforts and Project Goals

TASK	DESCRIPTION	DELIVERABLE	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
<b>Task S.1</b>	Governance, Organization	Governance Diagram	Executive Committee, Consortium, Grant Working Group	Spring 2011 Ongoing		Refine Governance and Committee Structure to facilitate the development and implementation of the grant work plan and development of the Regional Vision and Blueprint for Economic Development and Prosperity	Convene Executive Committee and Consortium; identify additional members; develop revised Organizational Chart and meeting schedule	
<b>Task S.2</b>	Work Plan Development	Work Plan	Executive Committee, Consortium, Grant Working Group	Winter-Spring 2011		Refine initial work plan to outcome based work plan with sufficient information so that the Consortium and other partners so that the plan can be refined and partners can better understand opportunities to enhance implementation of the grant activities through their participation	In-Kind and Matching Grant opportunities developed and agreed with Consortium members	
<b>Task S.3</b>	Execute Consortium Agreements	Consortium Agreements	Executive Committee, Consortium, Grant Working Group	Winter-Spring 2011		Identify discreet tasks that will be undertaken by members of the Consortium as part of the local match of the HUD Sustainability Grant	Executed agreements for at least \$2.5 Million in matching funds or in-kind contributions from Consortium members	
<b>Task S.4</b>	Recruit Staff	Job Descriptions	Executive Committee, Consortium, Grant Working Group	Winter-Spring 2011		Develop job descriptions for Project Director & Manager / Recruit and Hire Staff	Successfully recruit needed staff	
<b>Task S.5</b>	Form and Operationalize Work Groups and Committees	Revised Committee Structure	Executive Committee, Consortium, Grant Working Group	Spring 2011		1. Create additional work groups and committees as needed to study and develop strategies to address, at a minimum, the identified planning issues and opportunities for improved program delivery and outcomes. 2. Form and recruit leadership for initiative committees and working groups, with early priority on economic development and equitable outcomes. Develop work plans for the committees that will facilitate opportunities for increased efficiencies and effectiveness in achieving the livability principles and enhanced program outcomes.	Work groups are fully staffed and operational. Missions are clear and schedules drafted. Relationships with other committees established.	
<b>Task S.6</b>	Initiate Early Stages of Activities	Web Site, Data Gathering, Convene Housing Authorities	Executive Committee, Consortium, Grant Working Group	Winter-Spring 2011		Initiate early tasks in Activities 3, 4 and 6	Activities are initiated	
<b>Task S.7</b>	Develop RFP(s)	RFP(s)	Executive Committee, Consortium, Grant Working Group	Spring 2011		Develop Request for Proposals (RFPs) for principle component parts of the work program as needed	Tasks to outsource identified, RFP(s) developed and advertised	

## Activity 1: Build Collaborative Partnerships

Livability Principles Addressed: Enhance capacity of Local and Regional Governments

Long Term Outcomes: Expand capacity of local and regional government

TASK	DESCRIPTION	DELIVERABLE	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
<b>Task 1.1</b>	Continue Developing the Southeast Florida Regional Partnership	Strategies to Expand the Regional Partnership	Project Director, Program Manager, Executive Committee Review	Ongoing		Expand the depth of representation in the Regional Partnership	Review with Technical Steering Committee	
<b>Task 1.2</b>	Identify Opportunities to Enhance Collaboration	Collaboration Strategies	Project Director, Program Manager, Executive Committee Review, Local Planners Working Group	Ongoing		Review existing planning processes and activities to identify opportunities to enhance collaboration, reduce fragmentation, and improve integration of activities	Increased communication among local governments to solve mutual problems. Inventory of opportunities to enhance collaboration, integration, and reduce fragmentation in planning activities	
<b>Task 1.3</b>	State and Regional Coordination	Existing Coordinated Processes	Project Director, Program Manager, Executive Committee Review, Local Planners Working Group	Ongoing		Coordinate, to the extent possible, with other statewide regional visioning processes	Increased communication among local, state and regional governments to coordinate planning process with neighboring communities.	
<b>Task 1.4</b>	Strategies for Regional Collaboration	Regional Compact	Project Director, Program Manager, Executive Committee Review, Local Planners Working Group	Spring 2013		Identify lessons learned from prior regional initiatives - factors that have encouraged collaboration, as well as potential barriers to collaboration. Identify solutions to overcome these barriers	Regional Compact to further sustainability principles through enhanced collaboration, integration and reduced fragmentation	
<b>Task 1.5</b>	Expand Participation	Map of Existing Communication Network	Project Director, Program Manager, Executive Committee Review, Local Planners Working Group	Ongoing		Identify opportunities for meaningful participation in discussions and decision making for stakeholders with particular attention to populations traditionally marginalized in public planning processes	Communications 'tree' that expands opportunities for participation throughout the community	

## Activity 2: Regional Resource Library and Scorecard

Livability Principles Addressed: Develop means of Monitoring Progress

Long Term Outcomes: Develop a more sustainable region

TASK	DESCRIPTION	DELIVERABLE	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
<b>Task 2.1</b>	National Research	Research and Analysis of Existing Indicators and Applicable National and State Measures	Project Director, Program Manager, Technical Steering Committee Review	Spring-Summer 2011		Survey National, State and Local Indicators. Assess applicability to South Florida Region	Review with Technical Steering Committee	
<b>Task 2.2</b>	Survey and Integrate Regional Values	Regional Survey Questions and Results	Project Director, Program Manager, Outreach Committee Review	Spring-Summer 2011		Interpret Survey Results into Measurable indicators	Indicators that reflect deeply held values in the region	
<b>Task 2.3</b>	Data Warehouse	Format for Resource Library, Regional Digital Data Warehouse	Project Director, Program Manager, Executive Committee Review, Technical Steering Committee Review, Local Planners Working Group	Spring-Summer 2011		Create and continually update on-line repository of regional information; Comprehensive dataset covering the entire region without gaps	Local governments provide updated information in an agreed-upon format for periodic updates of the regional library	
<b>Task 2.4</b>	Demographic Forecasts	Trend and Scenario Forecasts	Project Director, Program Manager, Technical Steering Committee Review	Spring-Summer 2011		Agreed-upon Trend Forecast and Alternative Forecasts for Scenarios		
<b>Task 2.5</b>	Regional Housing Assessment	Region-wide housing assessment	Project Director, Program Manager, Housing Committee	Summer-Winter 2011		Assemble existing housing assessments. Undertake 'gap' analysis and assign responsibility.	Seamless housing assessment for the region with regularly scheduled updates.	
<b>Task 2.6</b>	Virtual Present	Digital representation of the existing region	Project Director, Program Manager, Technical Steering Committee Review	Fall 2011		Compilation of Data that represents current conditions with all necessary components to incorporate indicators as Scenarios are developed. The Virtual Present is the 'canvas' for scenario development. As such it will include vacant land, potential redevelopment areas, environmental constraints, potential hazard areas from sea level rise and other important information to help guide scenario development.	Agreement among local governments as to the accuracy and reliability	
<b>Task 2.7</b>	Existing Conditions Analysis and Modeling	Regional Scorecard to evaluate existing conditions	Project Director, Program Manager, Technical Steering Committee Review	Fall 2011				
<b>Task 2.8</b>	Trend Future	Map and Indicators of the Trend Future	Project Director, Technical Steering Committee Review	Fall-Winter 2011-12		Representation of the Future of the Region if no changes are made to existing adopted policy	Substantial agreement among local governments	
<b>Task 2.9</b>	Model Trend	Model Results	Project Director, Technical Steering Committee Review	Fall-Winter 2011		Indicators for 'Busines as Usual' scenario	Sensitivity test of scenario indicators	
<b>Task 2.10</b>	Develop Range of Regional Indicators	Comprehensive Set of Sustainability and Regional Values Indicators		Fall 2011		Comprehensive set of indicators that will measure regional values as well as HUD Sustainability Goals		
<b>Task 2.11</b>	Select Indicators for Scorecard, Review with Executive Committee	Indicators report	Project Director, Program Manager, Technical Steering Committee Review, Executive Committee Adoption	Fall 2011			Adopted indicators will address a comprehensive array of regional values, environmental measures, equity issues and transportation issues applicable on both regional and local level	
<b>Task 2.12</b>	Integrate Scorecard Indicators in Modeling Efforts	Model Updates	Project Director, Program Manager, Technical Steering Committee	Fall-Winter 2011		Integration into Models to be used to evaluate Regional Scenarios	Test results of Model Runs: Review with Technical Steering Committee, Input and refinement from State and Local Agencies	
<b>Task 2.13</b>	Ongoing Monitoring Program	Format of Regional Report Card and Proposed Ongoing Monitoring Program	Project Director, Program Manager, Technical Steering Committee	Winter-Spring 2012 Ongoing Periodic Evaluation		Regional and Local Values, Sustainability Principles, Existing Indicators	Fully integrates ongoing evaluation into the existing framework of National, State and Local indicators. Adresses deeply held values in the region.	

## Activity 3: Conduct Public Engagement

Livability Principles Addressed: Educate the region's residents, Bring diverse populations together through the creation of a Regional Identity

Long Term Outcomes: Improved governance, Sustainable communities, Educate the Public

TASK	DESCRIPTION	DELIVERABLE	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
<b>Task 3.1</b>	Create Outreach and Engagement Strategy	Public Outreach Strategy	Project Director, Program Manager, Outreach Committee Review, Executive Committee Approval	Winter-Spring 2011		Formulate and begin implementation of a comprehensive communication structure. This includes developing a strategy for initial website enhancements, communication across a large and diverse region, outreach and educational tools that will increase participation and decision making in developing and implementing a long term vision for the region by current and future Partnership members and populations traditionally marginalized in public planning processes (Activity 1)	Incorporate the full spectrum of communities, businesses, and the arts and cultural community. Identify communities / populations requiring specialized outreach. Identify strategies and tools to reach persons requiring specialized outreach. Identify strategies and tools to reach persons requiring specialized outreach. Review and Revise as necessary.	
<b>Task 3.2</b>	Refine and Implement Phased Outreach Strategy	Local Government Strategy	Project Director, Program Manager, Outreach Committee Review, Local Planners Working Group	Spring-Summer 2011		Develop a strategy to fully engage local governments in the visioning process to assure their concerns and needs are addressed throughout the process. Include representatives in decision-making process.	Establish Local Planners Working Group to provide insight to Consortium throughout the process. Since the Vision will be implemented by local governments it is crucial that local planners in the region in an active and ongoing discussion about how local plans integrate into the regional vision	
<b>Task 3.3</b>	Web Site and Template Materials (including Regional Scorecard)	Web Site	Project Director, Program Manager, Outreach Committee Review	Spring-Summer 2011		Integration into Models to be used to evaluate Regional Scenarios	Test results of Model Runs: Review with Technical Steering Committee, Input and refinement from State and Local Agencies	
<b>Task 3.4</b>	Regional Values Polling	Regional Survey Questions and Results	Project Director, Program Manager, Outreach Committee Review	Fall 2011		Interpret Survey Results into Measurable indicators	Indicators that reflect deeply held values in the region	
<b>Task 3.5</b>	Regional Scenario Workshops and Summits	Workshop Series, Regional Summit	Project Director, Program Manager, Outreach Committee Review	Various		Coordinate and schedule Regional Summits at key junctures in the Visioning Process including: 1. Peer Regions (Kick-Off) 2. Trend Future 3. Alternative Futures 4. The Regional Vision Roll-Out	Participation by local governments and citizens in the region.	
<b>Task 3.6</b>	Develop a Speakers Bureau	Topical Speakers Bureau Directory	Project Director, Program Manager, Outreach Committee Review	Fall 2011				



## Activity 4: Enhance Regional Leadership and Technical Capacity

Livability Principles Addressed: Improve economic competitiveness; support existing communities; value communities and neighborhoods

Long Term Outcomes: improved governance, Sustainable communities

TASK	DESCRIPTION	DELIVERABLE	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
<b>Task 4.1</b>	Develop Capacity-Building Strategy	Capacity Building Strategy	Executive Committee, Consortium	Winter-Spring 2011, Ongoing		Convene committee to develop work plan for community and regional leadership identification and capacity building. Strategies developed for identifying and reaching out to existing and emerging community leadership	Outreach to existing and emerging community leadership. Committees and working groups reflect the diversity of the region	
<b>Task 4.2</b>	Asset Mapping	Asset 'Map' of Region	Project Director, Project Manager, Review by Technical Steering Committee, Local Planners Working Group	Fall 2011		Conduct regional social capital asset mapping and survey project to identify community and leadership assets and gaps	Completed Social Asset Mapping Project as part of Virtual Present (Task 6.3)	
<b>Task 4.3</b>	Develop Regional Leadership Program	Developed curriculum and educational materials	Project Director, Project Manager, Review by Outreach Steering Committee, Regional Equity Committee	Spring 2012		Explore opportunities for training and development of the consortium / partnership leadership through a multi-day regional "boot camp"	Development of regional "boot camp" for consortium / partnership training	
<b>Task 4.4</b>	Best Practices	Updates	Project Director, Project Manager, Review by Outreach Steering Committee, Regional Equity Committee	Spring 2012, Ongoing		Create Educational Materials - Best Practices and Case Studies	Adopted Best Practices by majority of local governments	

## Activity 5: Develop Regional Vision

Livability Principles Addressed: Improve economic competitiveness; support existing communities; value communities and neighborhoods

Long Term Outcomes: improved governance, Sustainable communities

TASK	DESCRIPTION	DELIVERABLE	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
<b>Task 5.1</b>	Develop Workshop Framework and Content	Workshop Process	Project Director, Program Manager, Outreach Committee Review	Winter 2011-2012		Comprehensive workshop process and supporting materials for public input into regional concerns	Test workshop with Committee, Schedules and materials approved by Executive Committee	
<b>Task 5.2</b>	Workshop Training with Partners	Training Session	Project Director, Program Manager, Outreach Committee Review	Winter 2012		Training of regional partners in holding local input workshops	Regional coverage of workshops	
<b>Task 5.3</b>	Regional Workshops	Workshop Series	Project Director, Program Manager, Outreach Committee Review	Winter-Spring 2012		Public Engagement workshops throughout the region held in a variety of settings with full cross-section of regional residents	Engagement of as many people as possible with special emphasis on groups that are traditionally not involved in policy	
<b>Task 5.4</b>	Compile and Analyze Workshop Results	Workshop analysis	Project Director, Program Manager, Outreach Committee Review	Spring-Summer 2012		Workshop results compiled and synthesized into themes	Report and PowerPoint presentation of workshop activities and results	
<b>Task 5.5</b>	Create Alternative Future Scenarios	Future Scenarios	Project Director, Program Manager, Outreach Committee Review	Summer-Fall 2012		Synthesize themes into discrete scenarios	Report and PowerPoint presentation of scenarios	
<b>Task 5.6</b>	Evaluate Model Scenarios, Present Findings	Model Scenarios	Project Director, Program Manager, Technical Committee	Fall 2012		Model and compare results of alternative future scenarios. Develop presentation and report. Post on web site	Scenario modeling results widely disseminated, additional input from region.	
<b>Task 5.7</b>	Outreach Program and Regional Dialogue	Scenario engagement	Project Director, Program Manager, Outreach Committee Review	Fall-Winter 2012		Speakers bureau presentation, web site posting		
<b>Task 5.8</b>	Choose and Model Preferred Scenario	Preferred Scenario	Project Director, Program Manager, Technical Committee	Winter 2012-2013		Compile additional input and synthesize into a single preferred scenario	Preferred scenario developed from the most robust parts of the alternatives	
<b>Task 5.9</b>	Create Vision Plan	Vision Plan	Project Director, Program Manager, Executive Committee	Winter-Summer 2013		Vision plan is refined from the preferred scenario	Vision plan incorporates the best features of the preferred scenario and is vetted and supported by stakeholders	

## Activity 6: Develop Regional Blueprint

Livability Principles Addressed: Improve economic competitiveness; support existing communities; value communities and neighborhoods

Long Term Outcomes: Expand capacity of local and regional government

TASK	DESCRIPTION	DELIVERABLE	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
<b>Task 6.1</b>	Develop Vision Framework	Issues to be Addressed	Project Director, Project Manager, Technical Steering Committee Review, Executive Committee Adoption	Winter 2012		Convene work group (s) to create the framework for the development of the Regional Blueprint for Economic Development and Prosperity, and corresponding infrastructure investment plan, which will integrate the regional planning issues and further the livability principles and equitable outcomes in all communities.	Review with Technical Steering Committee	
<b>Task 6.2</b>	Develop Blueprint Integration Strategy	Regional Survey Questions and Results	Project Director, Project Manager, Technical Steering Committee Review, Executive Committee Adoption, Public Outreach Committee, Local Planners Working Group	Winter-Spring 2012-13		A strategy will be developed to continually integrate the regional visioning effort into the development of the Regional Blueprint for Economic Development and Prosperity planning effort and vice versa so that public input will inform and shape both processes.	Indicators that reflect deeply held values in the region	
<b>Task 6.3</b>	Identify Paths to Implementation	Implementation Strategies	Project Director, Project Manager, Technical Steering Committee Review, Executive Committee Adoption, Local Planners Working Group	Fall-Winter 2013-2014		The regional visioning effort will illuminate present conditions, trend future, and the preferred alternative future that will emerge as a result of regional discussions. This group will continue to meet throughout the life of the project and beyond to ensure implementation.	Adopted indicators will address a comprehensive array of regional values, environmental measures, equity issues and transportation issues applicable on both regional and local level	

## Activity 7: Begin Implementation

Livability Principles Addressed: Improve economic competitiveness; support existing communities; value communities and neighborhoods

Long Term Outcomes: improved governance, Sustainable communities

TASK	DESCRIPTION	DELIVERABLE	RESPONSIBILITY	DUE	STATUS	MEASURES	EVALUATION	NOTES
<b>Task 7.1</b>	Vision Adoption	Regional Compact	Executive Committee	Winter-Spring 2012-13		Adoption of the Regional Vision and Blueprint for Economic Development and Prosperity by relevant agencies and organizations	Adoption by a majority of regional participants	
<b>Task 7.2</b>	Integrate Regional Blueprint into Strategic Planning	Vision Guide	Project Director, Project Manager, Review by Technical Steering Committee, Local Planners Working Group	Spring 2013		Integration of the Regional Vision and Blueprint for Economic Development and Prosperity into planning and implementation processes throughout the region	Linkages between the Vision and Local Plans	
<b>Task 7.3</b>	Identify, Scope and Implement Demonstration Projects	Project Descriptions	Project Director, Project Manager, Review by Technical Steering Committee, Local Planners Working Group	Spring 2013		Identification of catalytic demonstration projects through a competitive process screened to be representative of primary vision goals	Identification and Matching Funds to support key projects that will help develop tools for implementation	
<b>Task 7.4</b>	Create a Regional Tool Box	Tool Box	Project Director, Project Manager, Review by Technical Steering Committee, Local Planners Working Group	Fall-Winter 2013		Regional Tool Box for implementing the Vision on a local level. This will provide information to local planners, business and the development community about techniques for successfully implementation.	Education sessions with local planners and neighborhood groups	
<b>Task 7.5</b>	Refine and Update Regional Blueprint	Monitoring Plan	Technical Steering Committee, Local Planners Working Group	Ongoing		A plan to continuously monitor implementation will be adopted. This will reflect the indicators developed for the Regional Report Card and will provide a feedback loop on the success of the Vision Implementation	Steady progress toward a successful Vision	