January
- Kick off meeting at Hotel
- Discussed, drafted and emailed Staff our Charge

February
- Reviewed plans incl. OHSU vision 2020
- Discussed and developed baseline survey for Staff on impressions of strategic planning process

March
- Finalized first draft of Communication Plan document
- Discussed synthesis of survey results and how to present to staff.
- Had BYOL lunch drop in
- Discussed SWOT components
- Started listing stakeholders and their needs/contact plan

April
- Liaison Group meeting
- Add current services/systems, flesh out and send to Chris S.
- Chris reviews, adds notes, we finalize
- Develop outreach/data collection plan. Starting contacting and interviewing Liaisons for info on external stakeholders
- Continued contacting and interviewing Liaisons for info on external stakeholders

May:
- Conduct outreach / data collection exercises (internal)
- Developed and deployed plan for Month of Living Strategically.
- SWOT internals

June:
- Cont. from above
- SWOT internal complete by June 3rd.
- Review SWOT, develop 4-5 themes per category

July:
- Outreach to externals
- SWOT
- Their needs and the library incl. their vision of same

August:
- Cont. from above.
- Start building plan
- Conduct visioning
- Plan research and development (plan structure)

September:
- Draft plans and request feedback from Staff, Library Council.

October:
- Finalize and present