

Strategic Planning Project Schedule

September 28, 2019

ITEM	2019 - 2020
Finalize Peninsula Clean Energy (PCE)/ Gallagher Consulting Group (GCG or Gallagher) agreement	Week of Sept 23
GCG/PCE planning launch meeting with project team <ul style="list-style-type: none"> ✓ Review strategic planning process ✓ Finalize time line (set key board dates) ✓ Discuss stakeholder research topics and respondents 	Sept 27
Gallagher / PCE launch meeting with Board of Directors <ul style="list-style-type: none"> ✓ Review strategic planning process 	Sept 28
GCG designs stakeholder research <ul style="list-style-type: none"> ✓ Draft interview guide, moderator guide, and survey instrument to PCE ✓ Confirm respondents 	Oct 1 - 17
GCG conducts stakeholder research <ul style="list-style-type: none"> ✓ Interviews ✓ Online survey ✓ Industry assessment ✓ Consumer focus groups (optional) 	Oct 21 – Dec 13
GCG/PCE planning committee conference call <ul style="list-style-type: none"> ✓ Review stakeholder research key findings and implications ✓ Discuss Board planning retreat agenda / develop strategic questions 	Mid Dec / Early Jan
Board planning retreat	Mid/Late Jan
Staff planning retreat	Early Feb
GCG develops draft plan document with PCE staff input	Mid/Late Feb
Draft review process: PCE planning committee reviews and enhances draft / GCG makes revisions	Mid/Late Feb
Board reviews and adopts plan	Mar
Gallagher works with PCE staff/departments on implementation plans	Apr
PCE conducts rollout of new plan to key audiences	TBD