

Envision Prince George's Community Action/Goal Teams

April 10 - May 15, 2010

- **Purpose of This Phase**
 - *The Goal Team phase is a **planning phase** that will produce a comprehensive **Envision: Action Agenda** that articulates: the vision; the top priority goals; and, for each priority goal - objectives, strategies, indicators, and high potential projects/first steps.*

- **The Work of Community Action/Goal Teams**
 - **Thirteen Goal Teams** (based on the priority goals set at 3/20 town meeting) will be convened to work between April 10th and May 15th to develop and finalize:
 - 2-4 Near-term (3-4 years out) *Objectives*
 - 1-3 *Strategies* to accomplish for each near-term objective
 - *Measures or Indicators* that will be used to establish progress made toward near-term objectives and the long-term goal
 - Recommended *First Steps/High Potential Projects* for one or more of the near-term objectives
 - **Each Goal Team will have two Co-Captains**
 - **Goal Co-Captains will be responsible for** leading team meetings, convening phone conferences, drafting several versions of the Goal Report and distributing these via email for feedback and quick turnaround, and working closely with the *Envision* staff (in most cases, one person from *AmericaSpeaks* and one person from M-NCPPC) assigned to their overall Community Action Team
 - With help from Commission staff and other experts **research will be conducted on best/effective practices** for objectives and strategies linked to goals (see page 2 for more details).
 - **After April 10th, each Goal Team will determine its meeting pattern to complete its work.** There is a tentative date and venue, scheduled for all teams that want to, on *Saturday May 1st, 10am-2pm*, for all those whose schedules work for that date and want to take advantage of the opportunity.
 - Each Goal Team should expect to hold several phone conferences and/or meetings with team members between April 11th and May 15th and to have frequent email exchanges and draft reports during that same time period to complete their reports by May 15th.

- **Expectations and Roles of Community Action/Goal Team Members**
 - Attend any subsequent meetings scheduled by their Goal Team Co-Captains, including a possible session May 1, from 10am-2pm.
 - Participate in 2-4 phone conferences with their Goal Team between April 10th and May 15th to finalize draft objectives, strategies, indicators, and next steps for the Goal
 - Provide prompt email responses on drafts of objectives, strategies, etc. that their team generates between April 10th and May 15th
 - Total time commitment: 12-15 hours for each team member

Staff Support for Teams

- **Each team will have two Maryland-National Capital Park and Planning Commission staff assigned to it. They will:**
 - **Research and identify relevant best practices, critical data, and contextual information for Goal Teams**
 - **Develop a Working Memorandum for the April 10th working session that includes an initial, high level overview of:** existing efforts in this goal area in the County; current plans that are relevant to this goal; best practices/good examples that the team might consider benchmarking or emulating; critical data that will help the team to understand the context around this goal more fully, etc.
 - **Work with Goal Teams and Goal Co-Captains to support their deliberations/work through the range of challenges in developing appropriate objectives, strategies, and indicators in a condensed time frame**
 - **Work with Goal Co-Captains to review drafts of a 3-5 page report; final due date is May 15, 2010**
- **Each team will also have one *AmericaSpeaks* staff assigned to it. He/she will:**
 - **Coordinate overall Community Action/Goal Team process;** work closely with M-NCPPC teams to support co-captains and teams
 - **Facilitate the plenary sessions at the April 10th Community Action Team Forum;** facilitate a subsequent forum on May 1st (if that date works for a majority of the teams)
 - **Actively support Goal Teams and Goal Co-Captains with guidance, advice, facilitation and team support, and other references and resources from April 10-May 15**
 - **Coordinate communications with Goal Teams throughout the whole process**

Envision Action Agenda: The Final Vision Plan

- Starting on May 16th, *AmericaSpeaks* will compile all Goal Reports and fold them into an overall *Envision: Action Agenda Report* that will be submitted to M-NCPPC on Tuesday, June 1st.

**Community Action/Goal Team Agenda
April 10, 2010**

- 9:30a.m. Registration**
- 10:00a.m. Welcome/Overview and Details of Team Process**
- 10:35a.m. Goal Team Breakouts**
- 12:15p.m. Box Lunches Served / Brief Break**
- 12:35p.m. Goal Team Breakouts (continued)**
- 1:30p.m. Closing Plenary:**
- 2:00p.m. Adjourn**