

## **2020 (town name) Vision: Seeing our Future**

### **Phase 1 - Envisioning**

1. **Task:** Convene a 2020 Team to spearhead initiative  
**Who:** Key stakeholder(s)
2. **Task:** Conduct Needs Assessment (see form within packet)  
**Who:** 2020 Team
3. **Task:** Meet to develop 2020 Vision  
Objective for session(s): How do we want the town to operate in 2020? Overarching direction for town is clarified.  
**Who:** 2020 Team and Select Board  
*MIIA EAP is available to facilitate task.*
4. **Task:** Obtain 2020 Vision information  
**Who:** 2020 Team invites Dept Heads to talk w/ their boards and staff and gather 2020 Vision info. The following questions are intended to guide the process.
  1. What will our Department look like in 2020?
  2. How will it function differently?
  3. What do you imagine the staffing will look like?
  4. What will technology and industry standards be like in 2020 and how will this change the operation?
  5. How will our work groups function differently?*MIIA EAP is available to facilitate task.*
5. **Task:** Department Heads report Vision information  
**Who:** 2020 Team meets with Department Heads to gather Town Department Vision information..  
*MIIA EAP is available to facilitate task.*
6. **Task:** Develop Townwide 2020 Vision  
**Who:** 2020 Team  
*MIIA EAP is available to facilitate task.*
7. **Task:** Share 2020 Vision with all employees  
**Who:** 2020 Team presents 2020 Vision to town  
*MIIA EAP is available to facilitate task.*
8. **Task:** Goal setting to achieve 2020 Vision  
**Who:** 2020 Team and Department Heads meet regularly to set department goals in alignment with 2020 Vision.  
*MIIA EAP is available to facilitate task.*

### **Phase 2 – Preserving the Knowledge**

1. **Task:** Employee job descriptions are posted onto intranet.  
**Who:** 2020 Team facilitates this data collection and posts to an intranet site.
2. **Task:** All employees submit response to the following question: Identify the five most important things that someone would need to know to continue your work?  
**Who:** Employees submit response to 2020 Team which facilitates this data collection and posts to an intranet site.

### **Phase 3 – Preparing your Talent**

1. **Task:** Implement “Tapping (town name) Talent”, an internal Strategy to create a learning culture and inspire employee development. (See packet for template.)  
**Who:** 2020 Team coordinates program.  
*MIIA EAP is available to facilitate task.*