

Workforce Community Advisory Committee (WCAC) | **Citywide Workforce Development Plan Timeline**

Workforce Services Inventory

09/12/2016: OEWD sends email to Alignment Committee members informing them about the release of the inventory and upcoming meeting to review inventory findings;

09/21/2016: OEWD sends blank Workforce Services Inventories to participating departments;

09/28/2016: OEWD sends reminder email to participating departments;

10/05/2016: Deadline for completed inventories;

10/05 – 11/03/2016: OEWD analyzes inventory data and creates presentation of preliminary findings to share with Committee.

Alignment Committee Meeting #1

11/04/2016: Committee meeting for members to review inventory findings and provide feedback on process for Plan development.

WCAC Meeting #1

11/07/2016: WCAC meeting for members to review inventory findings and provide feedback on process for Plan development.

Additional Data Collection

11/08 – 12/02/2016: OEWD conducts interviews with private sector representatives and other employment/economic experts and stakeholders and analyzes historic and projected labor market information from trusted sources.

Prepare Initial Data and Findings of the Five-Year Plan

11/21 – 12/09/2016: OEWD prepares a presentation of preliminary data and findings of the Citywide Workforce Development Plan to share with WISF at its December meeting.

WISF December Meeting

12/14/2016: OEWD records WISF Board feedback on Plan development process, initial findings, and additional data needs.

Final Round of Data Collection

12/19 – 01/06/2017: OEWD schedules new and follow-up interviews with employment stakeholders and collects additional City workforce system and labor market information, as directed by WISF.

01/09 – 01/20/2017: Final data collection period.

Writing First Draft of the Five-Year Plan

01/16 – 02/03/2017: OEWD writes an initial draft of the Citywide Workforce Development Plan.

WCAC Meeting #2

01/30 – 02/03/2017: OEWD schedules WCAC meeting for members to review the first draft of the Plan and provide feedback for a final version.

Alignment Committee Meeting #2

01/30 – 02/03/2017: OEWD schedules Committee meeting for members to review the first draft of the Plan and provide feedback for a final version.

OEWD Presentation

02/06 – 02/10/2017: Schedule OEWD presentation for internal staff members to review the current version of the Plan.

Finalizing the Five-Year Plan

02/06 – 02/17/2017: OEWD crafts final version of Plan using feedback from all Committee members.

WCAC Meeting #3

02/20 – 02/24/2017: OEWD schedules WCAC meeting for members to review the final version of the Plan.

Alignment Committee Meeting #3

02/20 – 02/24/2017: OEWD schedules Committee meeting for members to review and approve the final version of the Plan.

Final Edits to Five-Year Plan

02/27 – 03/07/2017: OEWD incorporates any final feedback into completed version of Plan (as necessary).

WISF March Meeting

03/08/2017: Alignment Committee submits the final version of the Plan to WISF for its review and comment.