

HIRE Charlotte Initiative Planning Schedule

HIRE Charlotte Schedule 07-30-21
Version #6

May	June	July	August	September	October	November	December
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Create Project Planning		Advance the Work				Create the Framework	
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Project Management Team

A small group of approximately 10 people will serve as the active project management team, keeping the work organized and moving forward. The team includes City and County economic development team members and other representatives from the employment ecosystem. The city's consultants will provide ongoing support.

Steering Committee

The Steering Committee will be responsible for shaping and guiding the final project design, process, and outcome. This committee is composed of roughly 20 representatives from the City of Charlotte, Mecklenburg County, the Charlotte Regional Business Alliance, CELC, Leading on Opportunity, UNC Charlotte, JCSU, Central Piedmont, Charlotte Works, and a few employers (representatives from various sizes and industries of companies).

Performing the Work

The Project Management Team and Steering Committee will perform the work following an approved scope. The inputs and deliverables from all tasks will come from current resources, pre-existing initiatives, primary research, and potential new subcommittee work.

Project Champions & Ongoing Engagement

For those who want to participate, we will consider establishing a designation of "Project Champion." This will include access to the initiative's website and receiving updates.

Weekly Meetings

- Organize the initiative.
- Build infrastructure – online portal.
- Establish Steering Committee.
- Mine pre-existing relevant studies, reports, and plans.

Meetings Every Other Week

- Support the Steering Committee.
- Recruit special subcommittees as needed based on Steering Committee direction.
- Support the work of approved scope.
- Project Team Kickoff meeting (in-person on July 16)**
- Integrate all inputs from the work into the Framework.

Weekly Meetings

- Present draft of vision, goals and pathway framework to Steering Committee.
- Test and share feedback on framework with Steering Committee.

1st Meeting (July 27)

- Review overview of HIRE Charlotte initiative and answer all questions.
- Affirm goals and planning principles.

2nd Meeting (Aug 30)

- Review pre-existing studies and initiatives.
- Review finalized outcomes, process, and required inputs.

3rd Meeting (Sept TBD)

- Review input findings as they are reported.
- Provide feedback.

4th Meeting (Oct 5)

- Review input findings as they are reported.
- Provide feedback.

5th Meeting (Nov 17)

- Integrate the findings and recommendations.

6th Meeting (Dec 22)

- Finalize shared vision, goals, and pathway framework.

Between meetings the Steering Committee may be asked to review and respond to specific questions vis email to help keep the process moving forward.

Performing the Work

For all key tasks, the Project Management Team will organize and mine the relevant data and create initial draft reports. The Steering Committee, through robust discussion and debate, will identify the implications. The Project Management Team will then package the final task area reports. These task area reports will serve as the key inputs to HIRE Charlotte.

Share Draft Plan with Steering Committee for feedback.

Keep all interested parties informed of HIRE Charlotte's progress through the project online resource center and periodic updates.

