

HousingNOLA 2015 Work Plan

	January	February	March	April	May	June	July	August	September	October	November	December	
GNOHA	Coordinate all meetings (handouts, location, food, etc.) – Assist working groups & committees to produce clear reports and documents – Create work plan, timeline & flyer – Manage budget – Keep everyone informed & the process moving – Make sure the process maintains its values, stays transparent & meets its deadlines												
	Write & release 3 RFPs	Engage Data Analyst Technical Writer & Facilitator	Engage Social Media Services & Graphic Designer	Engage Translation Services					Plan launch event & distribute Executive Summary		Distribute final Housing Plan	Set 10 year calendar	
		Coordinate outreach training & community points of engagement					Coordinate meetings with Public Officials						
Executive Committee	Reviews Process												
Leadership Board	Approve HousingNOLA timeline	Set data parameters for needs analysis	Review work plan & baseline data	Review community input & initial policy priorities		Approve policy priorities & recommendations		Approve Executive Summary		Approve final draft of Housing Plan			
Facilitator prepares for, plans out & guides the discussions of the Leadership Board meetings													
Policy Working Group & Technical Writer	Create talking points for community engagement	Send letter to Public Officials	Craft documents for Housing Summit		Writes detailed outline of Housing Plan		Writes Executive Summary	Writes chapters & recommendations		Finishes final draft	Final revisions		
Craft the HousingNOLA FAQs and stories for the Trumpet		Writes stories & FAQs for the Trumpet											
Review other housing plans		Research existing housing policy		Determine policy priorities from data findings & craft policy recommendations						Reviews chapters, recommendations & final draft			
Data Working Group & Data Analyst	Create neighborhood profiles – organize by typology		Use community feedback to guide visual data for the Housing Summit			Evaluate current and future housing supply		Create charts & maps		Works with writer to incorporate charts & maps into Housing Plan			
Gather base data		Acquire specific data		Coordinate with Policy for projections		Topical research							
Community Engagement Working Group	Strategize points of engagement & marketing calendar		Community points of engagement & implementing media strategy		Present engagement findings to Policy Working Group								
Develop Trumpet: Special Housing Edition (March 24 th submission deadline)		Trumpet Release April 14											
Craft practitioner outreach flyer		NPN Outreach Training		Facilitator plans Housing Summit		Housing Summit May 30 th							
Review Team	Outreach for community members to join Review Team		Reviews Trumpet		Reviews documents for Housing Summit		Reviews draft outline	Reviews Executive Summary	Reviews chapters	Reviews recommendations	Reviews final plan		