Work Plan (draft)

CPL Community Visioning Plan

	Enlightenment Consulting Group (ECG)
	Cleveland Urban Design Collaborative (CUDC)
	Both ECG and CUDC

	GROUP 1 BRANCHES	2014							2015			
	months	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Phase 1	**EXISTING CONDITIONS ANALYSIS** South (Tremont), Fleet (Slavic Village), Woodland & Sterling (Central)											
1.1	ECG/CUDC kick off meeting w/ CPL	●										
1.2	ECG/CUDC to refine work plan & develop engagement process	●	●									
1.3	CUDC will develop project website with updates page for each **Group 1** branch	●	●									
1.4	ECG/CPL to share 2013 report to **Group 1** key partners and residents including 2014 plans	●										
1.5	ECG/CUDC and CPL identify candidates for Advisory Committees and schedule first Advisory Committee meeting dates	●	●									
1.6	ECG will enter new **Group 2** branches to repeat initial engagement process undertaken in Group 1 branches		●	●								
1.7	CUDC will review planning documents and recent development proposals for **Group 1** neighborhoods		●									
1.8	Conduct **Group 1** library branch site visits and document existing conditions		●	●								
1.9	ECG design and deliver training to support resident participants on Advisory Committee		●									
1.10	Conduct an Advisory Committee meeting in each **Group 1** neighborhood		●	●								
1.11	Debrief meeting with CPL Staff on feedback from Advisory Committee meetings			●								
Phase 2	**GATHER COMMUNITY PRIORITIES** FOR GROUP 1 BRANCHES South (Tremont), Fleet (Slavic Village), Woodland & Sterling (Central)											
2.1	Develop list of key issues and visualizations for each **Group 1** branch public meeting			●	●							
2.2	Schedule **Group 1** public meetings and focus groups meetings in collaboration with Advisory Committee				●							
2.3	Create presentation slides and engagement materials (ex. Interactive asset maps, survey questions, etc.) for each of the four public meetings				●							
2.4	ECG to conduct small group meetings in the Group 2 neighborhoods			●	●							
2.5	Review draft public meeting presentations with Advisory Committees				●	●						
2.6	Update presentation based on feedback from review sessions					●						

2.7	Conduct four public meetings, one in each of the Group 1 target branches' neighborhoods					●	●					
2.8	ECG and CUDC will lead up to 3 focus group sessions per community with key stakeholders underrepresented during public meetings (ex. CPL branch staff, high school students, etc.)					●	●					
2.9	Document and process feedback from the public meetings and focus group sessions						●					
Phase 3	**DEVELOP RECOMMENDATIONS** FOR GROUP 1 BRANCHES South (Tremont), Fleet (Slavic Village), Woodland & Sterling (Central)											
3.1	ECG, CUDC and CPL team debrief to discuss feedback from Phase 2 public engagement and determine opportunities for CPL responses						●					
3.2	Advisory committee meetings to discuss feedback from public meetings and focus groups, in order to develop list of specific project deliverables							●				
3.3	ECG in partnership with CPL will share preliminary findings of the data from Group 2 community conversations with CUDC							●				
3.4	Develop draft report, including proposed site plans and eye-level street renderings for Group 1 branch locations. Recommendations for each neighborhood may include: CPL building exterior enhancements; CPL branch outdoor site improvements; CPL branch conceptual interior programming ideas; surrounding neighborhood improvements led by the local CDC or City of Cleveland; and additional partnerships to implement desired community vision							●	●			
3.5	Review draft report for Group 1 with CPL Staff and Advisory Committees								●			
3.6	Prepare presentations for second round of public meetings in Group 1 neighborhoods									●		
3.7	Second round of public meetings with Group 1 branches to review final recommendations										●	●
3.8	Update report based on public meeting feedback										●	●
3.9	ECG to submit final report on Group 2 Community Conversations											●
3.10	Submit final report for Group 1 Recommendations to CPL (provided in bound letter format print copies & PDF digital version)											●