

## **Statement of Work Outline for R5-6: IWIB Strategic Planning Project**

### **Task 1: Project Coordination and Support**

Internal Maher time to scope project and budget, allocate staff time, process invoices, track progress, etc.

### **Task 2: Consultant Support for Establishing Structure, Capacity and Engagement Process (with OET) for a High-impact IWIB**

Maher consultant works w/OET and IWIB Strategic Planning Committee to define clear roles and duties of overall Board and Committee members and specific functions for OET to support the Board's leadership and engagement. Building off an effective model in Kentucky, the consultant will work with OET to support the development of OET/Board operating procedures to ensure Board members understand their charge, are empowered with the information they need when they need it to lead effectively and are strategically and consistently engaged through the process of identifying, developing and implementing key initiatives.

Sylvia's notes on this: I would suggest that in order to define clear roles we need to first begin with providing the Board members with an understanding flow chart of good information.

I have attached some samples of what I think we should be creating for our IWIB for clarity.

### **Task 3: Build Capacity of Strategic Planning Committee and Initiate Strategic Planning Process**

OET and Maher consultant collaborate to review and organize recommendations from prior technical assistance projects to present to the Strategic Planning Committee for consideration when moving forward with defining goals for the Strategic Plan. Maher consultant(s) then travels on-site to facilitate a meeting w/Strategic Planning Committee and OET staff supporting the Committee.

Meeting objectives include:

- Ensure understanding and buy-in for process established through Task 2 discuss/define any potential process changes
- Ensure Committee is aware of and understands the recommendations presented to the State of Illinois from previous technical assistance projects as well as presentation of work underway by the three "buckets" authorized by the Governor: IWIB, P-20 Council and Cabinet on Children and Youth), for consideration when defining vision, guiding principles and strategic directions
- Define recommended vision, guiding principles and strategic directions for Strategic Plan (to present to full Board for consideration and approval)

### **Task 4: Facilitate a one-day IWIB Strategic Planning Retreat (once Board has approved vision, guiding principles and strategic directions). Maher consultant(s) travel on-site to facilitate a strategic planning retreat with full IWIB. Meeting objectives include:**

- Provide insight/best practices related to identified strategic directions and guidance on defining goals and objectives that are actionable
- Identify Goals and Objectives for the Strategic Plan
- Identify Next Steps

Task 5: Develop project report that includes the operating procedures defined in Task 2; a chart organizing recommendations from previous projects; and the vision, guiding principles, strategic directions, goals, objectives and next steps defined through Tasks 3 and 4