

Chinatown Working Group Working Team Milestones February to November 2009

Michael Levine
July 13th, 2009

Stage One – Goals: Three Months (March to May)

- Establish three or more Goals, or Guiding Principles to direct the work of the team and to coordinate its work with the Steering Committee and the CWG.

Stage Two – Research: Three Months (June to August)

- Gather and share among committee members information required to accomplish these goals.
- Consult with outside experts and with Steering Committee members and CWG members where appropriate. Reach out to larger Chinatown community.

Stage Three – Interim Report: One Month (September)

- Prepare interim report with findings of research and recommendations for action to Steering Committee members to review and forward to CWG members.
 - 1) What actions are needed to implement goals?
 - 2) What government agencies or other organizations are responsible for carrying them out?
 - Obtain feedback from Steering Committee and CWG members
-

Stage Four -- Public Review & Feedback: One Month (October)

- Obtain feedback from the public

Stage Five – Incorporate Feedback: One Month (November)

- Incorporate feedback from the Steering Committee, CWG members and the public

Stage Six – Final Report: One Month (December)

- Prepare final report with findings and recommendations for public review.

The final report includes:

- What your findings are and what actions you are recommending
 - Who will be responsible for implementing each action
 - When each action will begin and conclude
 - How each action will be funded
 - How each action will be monitored for progress toward accomplishment of its goals
-