

Chinatown Working Group

Working Team Milestones February to November 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 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 and 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:

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