



Appendix A: Strategic Planning Statement of Work
November 30, 2017

Project Steps	Step Details	Step Timing	Step Responsibility	Step Billing
1. Project Acceptance	<ul style="list-style-type: none"> Finalized Statement of Work Signed Professional Services Agreement Construction of Shared Site 	Friday, February 9, 2018	CPSE and Lexington Fire Department	\$5,600
2. Project Executive Orientation	<ul style="list-style-type: none"> Discussion of final SOW and identification of resources need for each step Overview of Shared Site 	By Friday, February 23, 2018	CPSE	N/A
3. Post Required Materials to Shared Site	<ul style="list-style-type: none"> Agency primary contact information Agency and community images, including high resolution agency logo Agency organizational chart Agency background information, as available List of external stakeholders List of internal stakeholders with rank/title and assignment (shift, station, etc.) 	By Friday, March 9, 2018	Lexington Fire Department	N/A
4. Invite Stakeholders	<ul style="list-style-type: none"> Send invitations to request external stakeholder participation in External Stakeholder Meeting Schedule internal stakeholder work session 	By Monday, April 9, 2018	Lexington Fire Department	N/A
5. External Stakeholder Meeting	<ul style="list-style-type: none"> Determine external stakeholder priorities of service delivery Determine external stakeholder expectations Receive external stakeholder input on positive and correctional issues 	Monday, April 23, 2018	CPSE	N/A
6. Internal Stakeholder Work Session	<ul style="list-style-type: none"> Review input from External Stakeholders Develop, Revise or Update Mission Statement Develop, Revise or update Value Statements Establish core programs and support services Conduct S.W.O.T. Analysis Identify Critical Issues and Service Gaps Determine strategic initiatives with outcomes expected Develop goals, objectives, and critical tasks Develop, Revise or Update Vision Statement 	Tuesday, April 24, 2018 through Thursday, April 26, 2018	CPSE	\$5,600
7. Draft Report Published	<ul style="list-style-type: none"> Draft uploaded to Shared Site for Agency review 	By Tuesday, May 8, 2018	CPSE	N/A
8. Review of Draft Report	<ul style="list-style-type: none"> Edits to draft report completed via Shared Site 	By Tuesday, May 22, 2018	Lexington Fire Department	N/A
9. Strategic Plan Finalized	<ul style="list-style-type: none"> Approval of final draft 	By Tuesday, May 29, 2018	Lexington Fire Department	\$5,600
10. Strategic Plan Issued	<ul style="list-style-type: none"> Delivery of one digital and ten (10) hard copies of the finalized Strategic Plan. 	By Tuesday, June 5, 2018	CPSE	N/A

Acceptance:

Lexington-Fayette Urban County Government
 Center for Public Safety Excellence (CPSE)

Initials of Authorized Party: Jim Gray, Mayor

Initials of Authorized Party: Preet Bassi, CEO 