

Reopen, Ramp-up, and Refocus

Wipfli has created a rapid 3-step approach to prepare for reopening, ramping up, or refocusing in a post-COVID-19 environment. Our process includes a review of current efforts underway, the present strategic plan, and communication efforts already in place. Plans will focus on the most critical strategies over the next 90 days, then shift to updating the current strategic plans, all while managing change effectively. Regularly scheduled planning meetings, with short weekly touchpoints, provide accountability and a chance to adjust to changing circumstances and challenges.

Three steps:

I. Understand the current situation and effort:

Managing Current Change

- Situation Assessment
- COVID-19 Impact Analysis
- Stakeholder Analysis
- Communication & Support Overview

Current reality, strategic plan review, and scenario development

- Now, Where, How framework
- Review the current strategic plan – progress to date
- Identification of critical strategies
- Develop most-likely scenario – plan against this

II. Create the current action plan – the next 90 days:

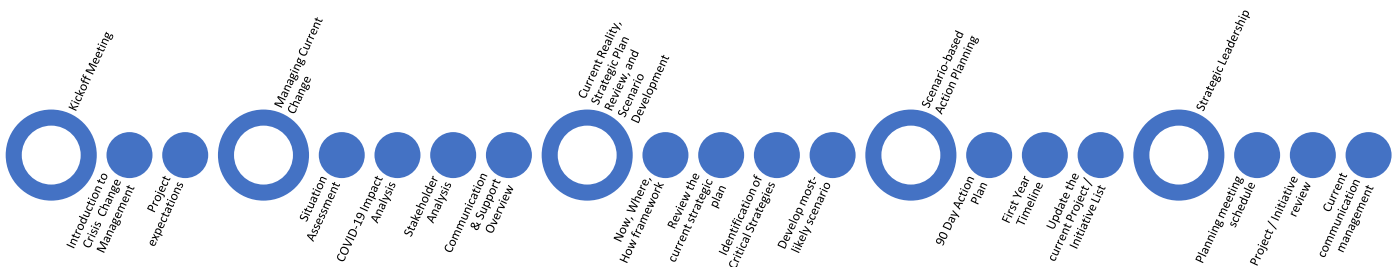
Scenario-based Action Planning

- 90 Day Action Plan – reopening, ramping up, and refocusing around initial efforts
- First Year Timeline – planning for the next 12 months
- Update the current Project / Initiative List

III. Plan execution:

Strategic Leadership

- Planning meeting schedule
 - Monthly meeting – review execution, update the plan
 - Weekly stand-up meeting – short, progress update, identify blocks and assistance required
- Project / Initiative review
- Current communication management – update the communication and support plan



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Timeline

The project is broken down into two phases. The first phase (steps I and II) contains 10 days of planning activity, which can be spread across 2-4 weeks. The meetings are set to be 2-3 hours in length, with time left in each day for non-planning work to occur. It is an option to hold multiple meetings in a day if the first phase needs to be completed more quickly. Meetings do not have to be on consecutive days, but we recommend scheduling all of the work within 2-4 weeks, if at all possible. Also, this can be held in an on-site format, with minor adjustment to scheduling, should travel become possible.

The second phase (step III) is designed around plan execution. A series of recurring meetings, a longer monthly meeting and a brief weekly stand up meeting, will provide the opportunity to maintain the strategic plan, confirm execution, and update the communication and support plan.

Phase one - possible virtual meeting schedule

Day	1	2	3	4	5	6	7	8	9	10
8:00										
9:00	Wipfli Prep	Wipfli Prep								
10:00		Kickoff and Planning	Managing Current Change Workshop	Current Reality and Scenario Development	Current Reality and Scenario Development		Scenario-based Action Planning	Scenario-based Action Planning	Strategic Plan Updates and Project / Initiative List Creation	Strategic Leadership Planning
11:00	PI Administered	PI – Team work styles								
12:00									GSI Administered	
1:00		Confirm schedule		Additional research for second meeting (if needed)		Preparation for Action Planning (if needed)		Additional research for second meeting (if needed)	Wipfli Summary Creation	
2:00		Wipfli Prep								
3:00			Wipfli Summary Creation	Wipfli Summary Creation	Wipfli Summary Creation		Wipfli Summary Creation	Wipfli Summary Creation	Review of plans	
4:00										

Key:	Follow up tasks, outside meeting times	Virtual Meeting	Virtual Planning Meeting	Wipfli Prep
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