

**Long Range Property Planning Project Plan
Girl Scouts of the Missouri Heartland**

Task	Start Date
Review Project Plan.	September 2011
Task Groups split into three Task Groups appointed with chairs. Market, Program, and Property.	October
Recruit additional task group members.	October
Update communications plan.	On-going
Schedule task group meetings and scope of work.	October
Design/analyze market research approach and tools. Identify further research needs.	November
Program review by program task group – Program checklist and program age level access, trends, goals.	November
Property portfolio review – note missing pieces, condition, and accessibility, alternative sites.	November
Schedule meetings with ongoing dialogue between task groups/ present draft survey/ findings to date.	November
Create and finalize survey.	December
Administer survey and other feedback mechanisms.	January 2012
Present market research findings.	February
Analyze market research results/ develop market recommendations.	April
Analyze program goals, response, and gaps – relate to market research need and interest .	April
Analyze maintenance and capital needs, site stewardship, facilities, and equipment. Align with market research and determine recommendations to meet program support.	April
Assemble preliminary recommendations formulation from program, property, and market task groups.	April
Share initial recommendation with Resource Development Comm.	May
Develop integrated task group draft- review/analyze and present recommendations that are financially feasible and reflect vision.	May
Gain Feedback/Finance/Board.	June
Submit draft recommendations to Membership for review and comment.	June and July
Finalize recommendations.	August
Submit recommendations to Board.	September 2012