

Year 1 Regional Steering Committee Activities	RSC Responsibilities	Time estimate (for RSC as a whole)	Date (Sample timeline)
First RSC meeting - orientation	Attend meeting	2 hours	September 30, Year 1
RSC meetings	Host regular steering committee meetings	1 hour per month	Recurring
Begin resource listing assignment (RSCs)	Develop a list of CREATE sector businesses and workforce development organizations, programs, and resources. Enter these resources into the form provided.	5 hours	October 1, Year 1
Host CREATE Forums (RSCs)	Create an invitation list for the Forum Plan invitation methods Coordinate with the state coaches on a date and time for the CREATE Academy Logistical scheduling and set up Send invitations to the Forum Coordinate food and local sponsors if needed Participate in the CREATE Forum	1 hour <1 hour 1 hour < 1 hour 1-2 hours 1-2 hours 3 hours	December 15, Year 1

Year 2 Regional Steering Committee Activities	RSC Responsibilities	Time estimate (for RSC as a whole)	Date
Conduct BR&E process	Recruit and train volunteers Recruit businesses to participate Conduct BRE surveys Analyze completed surveys	5 hours 5 hours Allow at least 1.5 hours per interview or roundtable (Phases 1 and 2 averaged 75 hours per region, with an average of 50 business surveys per region). Some of these were round tables. 10-15 business owners per roundtable. 20 hours	January - March, Year 2
Employee Perspectives surveys	Determine best methods to distribute surveys Recruit businesses to distribute among their employees Distribute Employee Perspectives surveys Analyze completed surveys	2 hours 3 hours 2 hours 20 hours	April - June, Year 2
BRE data and report	Review summary with key stakeholders	1 hour	June – July, Year 2
Employee Perspectives data and report	Review summary with key stakeholders	1 hour	June – July, Year 2

Continue a detailed resources list	Update the resource list as needed	1 hour/month	January – July, Year 2
CREATE Academy	Coordinate with the state coaches on a date and time for the CREATE Academy	1 hour	July – August, Year 2
	Logistical scheduling and set up	< 1 hour	
	Send invitations to the event	1-2 hours	
	Coordinate food and local sponsors if needed	1-2 hours	
	Participate in the CREATE Academy	2 hours	
	Homework: Review data	1-2 hours	
Strategy meeting 1: Discuss data and strategies	Coordinate a date and time for the meeting	1 hour	September 30, Year 2
	Logistical scheduling and set up	1 hour	
	Send invitations to the event (if applicable)	1 - 2 hours	
	Coordinate food and local sponsors if needed	2 hours	
	Participate in strategy meeting	2 hours	
	Perform follow-up tasks as needed	Will vary	
*Strategy meeting 2: Finalize goals and strategies	Coordinate a date and time for the meeting	1 hour	October 29, Year 2
	Logistical scheduling and set up	1 hour	
	Send invitations to the event (if applicable)	1 hour	
	Coordinate food and local sponsors if needed	2 hours	
	Participate in strategy meeting	2 hours	

	Perform follow-up tasks as needed	Will vary	
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Year 3 Regional Steering Committee Activities	RSC Responsibilities	Time estimate (for RSC as a whole)	Date
Prepare for strategy implementation (develop material, contract with partners, etc.)	Will vary	Will vary (time intensive)	January – July, Year 3
Streamline existing workforce training initiatives	Coordinate with workforce organizations and programs	Will vary (time intensive)	January – July, Year 3
Launch identified strategies (workforce, business support, other)	Responsibilities as needed—these will be carried out by small-group task forces	Will vary (time intensive)	January – July, Year 3
Gather stories from participants	Follow-up with program participants to gather stories Distribute follow-up surveys	Will vary	August – October, Year 3
Convene team to synthesize lessons learned	Use data and stories collected during and after implementation	3 hours	October Year 3
Share outcomes with the community and establish	Will vary	Will vary	November Year 3

long-term support for the CREATE sectors			
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*This will be covered in the Strategy Development module, but it may or may not be necessary to have a second Strategy Meeting—this will depend on what is able to be accomplished in the first meeting.