

Sample Timeline for Launch

ACTIVITY	RESPONSIBLE	TARGET DATE
Funding Plan <ul style="list-style-type: none"> Finalize allocation amounts from local Workforce Investment Agencies Identify funding prospects Identify possible lead funders 		
Legal Structure and Migration <ul style="list-style-type: none"> Finalize new Board composition Draft new by-laws and articles of incorporation Identify potential board members Contact Board members to confirm interest 		
External Communications <ul style="list-style-type: none"> Create brand identity, website, talking points Brief City and County Chief of Policy and Chief of Staff Brief Mayor and County President Draft press release and plan announcement 		
Operational Plan <ul style="list-style-type: none"> Create hiring plan Confirm temporary space to house organization Complete final target metrics Complete post announcement timeline 		
Business Development Plan <ul style="list-style-type: none"> Secure early employer partners/wins 		
ANNOUNCEMENT DATE		