Subcommittee 1: Communication & Information
Action Plan Diagram for Project Management (Implementation Phase)

GOAL 1: Select an Age-Friendly Initiative Name & Develop Logo

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Present 5 initiative names at LSC meeting.	New Solutions, Inc.	10/6/16	LSC, Consultant	Additional responses from members re: name suggestions	Lack of response from LSC, lack of consensus about using the name "SOMA" (Towns to discuss use of SOMA.)	In person meeting - PowerPoint presentation	Presentation completed.
Solicit additional name suggestions from LSC.	New Solutions, Inc.	10/7/2016	LSC, Consultant	Additional responses from members re: name suggestions	Lack of response from LSC, lack of consensus about using the name "SOMA" (Towns to discuss use of SOMA.)	Email	Email sent and additional suggestions compiled.
Solicit additional name suggestions from Community Forum attendees (6/5/2016).	New Solutions, Inc.	10/10/2016	Consultant	Additional responses from members re: name suggestions	Lack of response from the Community Forum attendees. (Email and follow-up.)	Email	Email sent and additional suggestions compiled.
Compile & distribute Survey Monkey to LSC to select a name for the initiative.	Barry Lewis / New Solutions, Inc.	Week of 10/24/2016	Email Lists Consultants Barry Lewis	N/A	Lack of response from LSC. (Email reminders and calls.)	Email	None selected
Recruit professional volunteer(s) to develop (3) logos to support name	Barry Lewis	Week of 10/24/2016	Professional Volunteers	N/A	Lack of volunteers. (Time constraints to line up volunteers and provide them with preliminary choices.)	Hand off to professionals.	
Logo development	New Solutions, Inc. / Professional Volunteer(s)	To be completed by 11/2	Professional Volunteers	N/A	Unrealistic deadline. (Time constraints to line up volunteers and provide them with preliminary choices.)	Internal Communication.	3 designs provided to consultants.

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			Available	Need			
Present(3) logo options at LSC. Select logo.	New Solutions, Inc.	11/3/2016	Consultant	N/A	Unrealistic deadline. (Time constraints to line up volunteers and provide them with preliminary choices.)	In person meeting - PowerPoint presentation / ballot results.	Logo selected
Create banner, letterhead	Project Coordinator, Township Administrators, Subcommittee co-chairs	Month 1	Budget line item, professional volunteer design	In-kind donation	Delay in name the initiative and logo development	Internal, Press conference	Completed materials

GOAL 2: Develop a "two towns," comprehensive, age-friendly web page

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Identify SOMA municipal personnel available to establish IT technical support teamfor age-friendly web page development.	Town Administration (BL&AD), Project Coordinator	Month 1	Existing IT staff from Maplewood and South Orange	N/A	Time constraints on IT personnel – additional job function, conflicting deadlines (HR Issue)	Internal communication.	IT development team identified.
Create a comprehensive contact list of all local modes of communication including print (newsletters/newspapers/mailings), web, television and radio a.k.a. "Media Coalition."	2-3 Subcommittee Members (Janet Crane, Peg Cinberg/SOS)	Month 1	Established township connections, internet search, personal connections, Subcommittee members	N/A	Contact names / numbers ever changing, key stakeholders may inadvertently be excluded. (Establish update process.)	Internal communication – email / phone / meetings	Completion of database.
Establish responsibility for webpage content, appropriateness, edits, updates & maintenance.	Town Administration (BL&AD), Project Coordinator	Month 2	Town Administration Project Coordinator	N/A	Time constraint of Town Administration to establish/review. (Deadlines established in advance.)	Internal communication	Responsibility assigned.
Convene Media Coalition(in person meeting) for age-friendly initiative background and relationship building.	Project Coordinator, IT Tech Team, Subcommittee Members (2-3)	Month 2	Committee members	Meeting space, refreshments	Inability / unwillingness to participate. (Personal "ask".)	Email, calls, personal meetings.	Meetings scheduled / meeting minutes
Create a standardized form & mechanism to submit age-friendly events / information i.e. availability of transportation / wheelchair accessibility.	Media Coalition, IT Tech Team	Month 2-3	Media, Coalition, IT tech team, Existing Formats	N/A	East of entering / submitting information. (Put form on website to allow submission.)	Internal communication	Form developed and on website.

GOAL 2: Develop a "two towns," comprehensive, age-friendly web page

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Establish monthly Media Coalition meetings (in person / webinar) to develop information sharing and improve communication.	Project Coordinator, IT Tech Team, Subcommittee Members (2-3)	Month 3-7	Committee members / Media Coalition	N/A	Meeting fatigue / inclement weather. (Use of Webinar / Conference Calls.)	Internal Communication	Meetings scheduled / meeting minutes identified.
Investigate linking social media – YouTube video feed	Project Coordinator, IT Tech Team, Subcommittee Members (2-3)	Month 5-7	Committee IT tech Team Subcommittee	N/A		Internal Communication	Decision made to use/not use social media.
Research and vet Essex County & New Jersey resources as age-friendly links on web page.	Project Coordinator, Subcommittee Members (2-3)	Ongoing	Project Coordinator Subcommittee		Missed contacts. (Develop mechanism to forward potential resources to Project Coordinator.)	Internal Communication	Identify and vet 3 resources in Year 1.

GOAL 3: Compileand distribute (electronically / print) age-friendly monthly calendar.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Establish calendar work group.	Subcommittee Chair / Project Coordinator (2-3 Volunteers)	Month 1	Subcommittee Project Coordinator	Meeting Space		See Action 2	Work Group formed.
Identify modesof dissemination for print media. Contact Media Coalition members.	Subcommittee members (2-3)	Month 2-7	Subcommittee Project Coordinator	Meeting Space	Costs for printing / mailing. (Seek sponsorship. Investigate partnership utilities / towns to disseminate with bills.)	N/A	Year 1 – Dissemination Plan identified.
Identify volunteersfor physical dissemination.	Subcommittee	Month 1-2	Subcommittee	Volunteers for recruiting.	Sufficient volunteers. (Try to piggyback on residents' other volunteer activities.)	N/A	Volunteers identified.
Design calendar for web and printable page.	IT team, Subcommittee	Month 4-5	Subcommittee, IT Team	Meeting Space	IT Team time and support. (Towns to establish as a priority or seek outside contractor.)	Press Release to media outlets.	Calendar on web page.

GOAL 4: Disseminate age-friendly information "through the pews."

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Invite South Orange / Maplewood Clergy Association and other local clergy including hospital clergy to attend an age-friendly informational meeting to establish relationship building. Gain support to distribute materials.	Reverend Richardson, 2-3 Committee members	Month 3	Project Coordinator, Committee, Reverend Richardson	Meeting space, refreshments.	Meeting attendance. (Calls to non-attendees to request their assistance.)	Emails, phone calls and personal meetings.	Number of Houses of Worship agreeing to participate.
Work with individual House of Worship to create a mechanism and schedule for distribution ofage friendly message / programming.	Project Coordinator, Nan Samens	Month 4-7	Project Coordinator	Clerical Support	Gaining support and participation. (Personal outreach)	Emails/Calls	Distribution process in place.

GOAL 5: Establish protocol for disseminating various age-friendly media press releases, notices, etc. from various subcommittees.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
.Develop mechanism for communication across subcommittees to ensure uniform distribution of various materials	Township Administrators, Project coordinator, Subcommittee co-chairs	Month 1	Township Administrators, Project coordinator, Subcommittee co-chairs		Miscommunication	Emails, phone calls and personal meetings.	Protocol established.

<u>Subcommittee 2</u>: Infrastructure
Action Plan Diagram for Project Management (Implementation Phase)

GOAL 1: Raise awareness of Civic Plus App (SO Connect) to ease residents reporting and follow-up of infrastructure complaints.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Edit and distribute previously drafted press release describing Civic Plus capabilities and instructions.	Project Coordinator	Month 2	Project Coordinator	Press contacts	Coverage by press in both towns. (Use of town governance for leverage.)	Press Release to local media outlets.	Completed press release disseminated by end of Month 2. Monitor Civic Plus App usage.
Solicit Library staff to help teach residents how to use Civic Plus to file concerns.	Project Coordinator	Month 1-2	Library Staff, Township Administrators		Adults age 60+ not all electronically engaged. (Disseminate phone numbers to call.)	Press Release to local media outlets.	Attendance logs at training sessions, monitor Civic Plus App usage.

GOAL 2: Ensure adequate public handicap parking - location andnumber of spaces.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Secure maps of handicap parking in municipalities. (Public spaces)	Subcommittee Chair, Township Administrators, Parking Authority, Engineering	Month 1	Subcommittee Chair, Township Administrators, Parking Authority, Engineering	Maps	Quality of maps. (Review for updates.)	Internal communication.	
Review handicap parking ordinance requirements against availability and location.	Subcommittee Chair, Township legal	Month 1-2	Subcommittee Chair, Township legal	Ordinance codes and relevant statutes.	N/A	Internal communication.	Identification of discrepancies.
Meet with key stakeholders including Parking Authority, Engineering Dept., Board of Trustees liaison to discuss age-friendly initiative	Subcommittee Chairs, Key stakeholders	Month 2-3	Subcommittee Chairs, Key stakeholders	Meeting space	Coordination of meeting, free information sharing	Internal communication	Meeting complete
Create space recommendations, publicize and present to governing authorities.	Subcommittee Members (2-3)	Month 4-6	Subcommittee Members (2-3)	Draft report	Funding for improvement. (Identify and prioritize what can be done with existing funds and develop longer term project to obtain funds.)	Written report / presentation to appropriate Council meeting.	Deliver report to Governing bodies.

GOAL 3: Ensure adequate benches throughoutboth municipalities.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Research appropriate street furniture.	Subcommittee Members (2-3)	Month 1-2	Internet search	N/A	None	Internal Communication.	Subcommittee Report.
Draft and disseminate information to re-educate business owners regarding free municipal installation of privately purchased benches.	Information & Communication Subcommittee, Subcommittee Members (2-3) SOVCA & Maplewood Business Associations (2)	Month 2-3	Information & Communication Subcommittee, Subcommittee Members (2-3), Business Associations	Volunteers to distribute information to businesses.	Lack of interest. (Proceed with implementation of public benches.)	Emails / letters, flyers to local businesses.	Track distribution and by means.
Map current bench locations / bus shelters	"Bench Mappers" – local residents assigned to geographies who enter data in Civic Plus App	Month 4-5	Subcommittee Members	Volunteers	Inclement weather, adequate number of volunteers to cover geographies, adequate understanding of Civic Plus App. (Handwritten notes entered by computer-literate volunteers.)	Internal Communication.	Map completed for each town.
Recommendrelocation of "replaced" benches (residential streets?) Include Senior Housing input and Neighborhood Associations to recommend locations	Project Coordinator, Subcommittee Members (2-3) and Senior Housing Officials (Harold Colton-Max, Cheryl Kayse), Township Administrators, Neighborhood Associations	Month 6	Project Coordinator, Subcommittee Members (2-3) and Senior Housing Officials (Harold Colton-Max, Cheryl Kayse), Township Administrators		Insufficient funds to meet needs. (Rank priority areas and look to longer term solution to meet other needs.) Homeowners reluctance for congregating youth	Press Release	Report delivered to appropriate Township Committee, Departments, LSC.

GOAL 4a: Refurbish Baird entry to be ADA compliant.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Secured grant funding through XXX.	South Orange Administration	Date complete ?	Funding Contractors	N/A	Delays in project completion. (Oversight by Village.)	Press Release posting to web-site.	Renovations completed.

GOAL 4b: Purchase and refurbish Maplewood building (next to DeHart) to be dedicated 60+ space.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Maplewood to refurbish building as 60+ dedicated space.	Maplewood Administration	Date complete ?	Funding Contractors	N/A	Delays in project completion. (Oversight by Maplewood.)	Press Release.	Renovations completed.

GOAL 5: Improve Township-owned sidewalk and walking path conditions throughout both communities.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Attain, review and provide recommendations on townships Engineering Department sidewalk evaluation report.	Subcommittee Members (2-3)	Month 1-3	Subcommittee Members (2-3)	Information regarding amount of funding available for improvements.	Lack of funds to address all needs. (Develop long term program to address needs.)	Internal communication.	Recommendation delivered to appropriate municipal bodies.
Implement NJDOT $1,000,000 River Greenway Project 3,600 linear feet of walkway / bike path connecting SO and Maplewood.	South Orange Administration, Project Coordinator	Timeframe Needed	Funding			Press Release. Special event sponsored by Age-Friendly Initiative to coordinate with opening of the Walkway.	Project completed.

GOAL 6: Improve lighting throughout the community

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Draft press release and disseminate "Porch Light Initiative" encouraging homeowners to enhance illumination of neighborhoods by leaving porch and other exterior lights on – day light savings	Subcommittee Members	Month 1 Develop Release Month 3-4 Messaging	Communication & Information Subcommittee, Infrastructure Subcommittee	Press contacts.	Press to pick-up story.	Media outlines developed by Communication & Information Committee.	Number of media contacts.
Investigate solar paint for sidewalk illumination	Subcommittee Members (2-3)	Month 1-2	Subcommittee Members (2-3)	N/A	Financials	Internal Communication. Report to appropriate Township Departments.	Report on cost of implementation. Durability, pros and cons to use.
Engage/train Neighborhood Associations to canvas neighborhoods and report lighting deficiencies.	Subcommittee members	Month 1-3 Plan and recruit volunteers. Month 4-5 Canvas neighborhoods. Month 6 Report findings.	Subcommittee members	Neighborhood Association support.	Support of Neighborhood Associations. (Conduct with participating Neighborhood Associations.)	Internal Communication. Also see Metrics.	Report delivered to appropriate Township departments, PSE&G, LSC.
Seek sponsorship of flashlight / reflective vest distribution to residents.	Subcommittee Members	Month 2-3 Seek support Month 6-7 Distribution	Subcommittee Members	Support from local businesses.	Funding inadequate. (Seek supplemental funding from towns.)	Internal Communication. Distribution at sponsor sites and Age-Friendly Initiative event.	Flashlight / Vest distribution.

GOAL 6: Improve lighting throughout the community

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Re-implement Project Gaslight initiative	Project Coordinator, Township Administrators, Subcommittee Members	Month 5	Project Coordinator, Township Administrators, Subcommittee Members	Volunteers, Support of Neighborhood Association	Inclement weather (Plan Spring activity)	Press Release, Web, flyers to residents, internal communication to committees and Neighborhood Associations	Report delivered to PSE&G, Townships, LSC.

GOAL 7: Paint house numbers on curbs for easy identification by police, fire and emergency response teams.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Identify and develop unified standards for curb painting.	Townships	Month 2	Subcommittee Chair, Township Administration		N/A	Internal Communication.	Standards for color and size identified.
Seek in kind donations for materials and personnel.	Subcommittee Members (2-3), Scott Egelberg	Month 2-3	Subcommittee Members (2-3), Scott Egelberg	Stencils, paint, volunteers.	Volunteers. (Offer Emergency Services Personnel opportunity to participate as a fund-raiser to support police, fire and EMS.)	Internal Communication.	Money/donations raised and volunteer commitments.
Draft and disseminate Press Release / flyers to homeowners.	Subcommittee Members (2-3)	Month 4 Month 5-6 Paint curbs	Subcommittee Members (2-3)	Volunteer	Homeowner refusal. (Advantages for emergency – offer free or by contribution to Emergency Services providers.)	Press Release Flyers	Number of curbs painted. Funds raised.

Subcommittee 3: Civic Participation & Volunteerism
Action Plan Diagram for Project Management (Implementation Phase)

GOAL 1: Increase engagement of adults 60+ on Township boards and committees.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Educate township boards and committees regarding Age-Friendly Initiative.	Project Coordinator, Township Officials	Month 2 Following completion of Mission Statement and Project Narrative.	Project Coordinator, Township Officials	Meeting space	Committee calendar full. (Schedule ASAP)	Meetings with Township officials. Notice from VP & Mayor.	Meetings held. Write notice.
Enhance public notification ofmeetings / targeted notification of meetings to residents ages 60+ via media outlets.	Project Coordinator, Subcommittee Chair, Communication & Information Subcommittee Chair, Township Administration	Month 2-4	Project Coordinator, Subcommittee Chair, Communication & Information Subcommittee Chair, Township Administration, Civic Plus App		Delays in progress in completing media outreach.	Communication & Information Subcommittee	Increased publication of notices in print and electronic formats.
Raise awareness of board and committeemembership needs.	Project Coordinator, Subcommittee Chair & Members (2-3) Communication & Information Subcommittee Chair, Township Administration	Month 4-7	Project Coordinator, Subcommittee Chair & Members (2-3) Communication & Information Subcommittee Chair, Township Administration	Update website	Lack of interest among 60+ residents. (Personal outreach)	Press release – Communication & Information subcommittee	Recruitment / appointment of adults 60+ to boards and committees.

GOAL 2a: Establish Maplewood Age-Friendly Advisory Committee.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Official township establishment of a Maplewood Age-Friendly Advisory Committee.	Governing Board	Month 1	Township officials			Public notice	Committee officially constituted by Maplewood Town Council or appropriate body.
Assign township liaison to committee.	Governing Board	Month 1	Township officials		Lack of interest. (Mayor appoints)	Internal communication.	Liaison assigned.
Draft and publicize description of committee with age-friendly focus.	Project Coordinator, Subcommittee	Month 1	Project Coordinator, Subcommittee			Emails, calls, letters, list on Maplewood website, newspaper, notify LSC and Maplewood residents involved in Age-Friendly Initiative.	Publication
Draft and publicize application for appointment to committee.	Township Administrators	Month 2	Town employees	Stakeholders in town		Emails, calls, letters, list on Maplewood website, newspaper, notify LSC and Maplewood residents involved in Age-Friendly Initiative.	Application made available to residents.
Select 4-5 Maplewood committee members to sit as representatives on the Joint Age-Friendly Advisory Committee.	Township Administration, Subcommittee representative, Project Coordinator	Month 2	Township Administration, Subcommittee representative, Project Coordinator			Internal communication.	Representatives selected.

GOAL 2b:Facilitate better communication between established South Orange Senior Advisory Committee and liaison to Township officials.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Reestablish active Township liaison to South Orange Seniors committee.	Village President	Month 1	Village President		Ageism, Lack of time, Lack of personnel (Appointment by V.P.)	Internal communication.	Attendance at scheduled meetings.
Select 4-5 members of South Orange Seniors to serve on the Joint Age-Friendly Advisory Committee.	Township Administration, Subcommittee representative, Project Coordinator	Month 2	Township Administration, Subcommittee representative, Project Coordinator			Internal communication.	Representatives appointed..

GOAL 2c:Establish a joint South Orange Maplewood Adults 60+ Advisory Committee.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Official joint Township Age-Friendly Advisory Committee	Township Administrators, Project Coordinator, Subcommittee	Month 2				Internal communication.	Committee appointed.
Assign Township liaisons to committee.	Township Administrators	Month 2	Existing liaisons.	Agreement to serve on joint committee.	Time commitment.		Liaisons appointed.
Draft and publicize description of committee with age-friendly focus.	Project Coordinator, Township Administrators, Subcommittee	Month 2	Project Coordinator, Township Administrators	Research on other similar entities.	Delayed hiring of Project Coordinator.	All media outlets.	Number of media outlets used.

GOAL 3: Establish and/or increase formal and informal door to door neighbor awareness, focused onadults aged 60+ and isolated individuals.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Research, document and assess Maplewood Senior Share door to door canvasing defining purpose, activities and outcomes.	Subcommittee, Project Coordinator, Senior Share	Month 1-2 planning	Subcommittee, Project Coordinator, Senior Share		Raises residents' hopes without services in place to meet needs.	Internal communication.	Report to Subcommittee.
Engage Neighborhood Associations and educate regarding Age-Friendly Initiative.	Subcommittee, Project Coordinator	Month 4-5	Subcommittee, Project Coordinator	Meeting space, refreshments, outreach to Neighborhood Association.	Lack of interest of Neighborhood Association's turf issues.	Internal communication, outreach.	Neighborhood Association joins LSC.
Design, publicize and implement "Know Your Neighbor" campaign including training, reporting and resources available.	Subcommittee, Project Coordinator	Month 1-7	Subcommittee, Project Coordinator	Volunteers, Neighborhood Association, Recruit schools and children		All media outlets. Communication subcommittee	Campaign executed.
Research and potentially reinstitute "safe house" sticker.	Subcommittee, Project Coordinator	Month 2-3	Subcommittee, Project Coordinator		Community not interested in participating. (Education about importance)		Report to Subcommittee.
Update Fire / EMS / Health Dept. database of individuals with special needs.	Subcommittee, Project Coordinator	Month 1-7 Ongoing	Subcommittee, Project Coordinator	List from Senior Share and other Township resources.	Individuals not wanting help.	Publicize notification via all media outlets.	Database updated.
Review Maplewood efforts to create list of older adults and duplicate efforts in South Orange	Subcommittee, Project Coordinator, Township Administration	Month 1-7 Ongoing	Subcommittee, Project Coordinator	List from Township resources.	Lack of manpower.	Internal communication	Database updated.

GOAL 4: Create Civic Participation Advertising Campaign.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Assemble information regarding volunteer/ social involvement opportunities in the Towns.	Subcommittee in conjunction with Communication & Information Subcommittee, Project Coordinator	Month 1-3	Subcommittee in conjunction with Communication & Information Subcommittee, Project Coordinator	Meeting space	Some opportunities inadvertently left out. (Update list ongoing.)	Internal communication. Communication subcommittee	List assembled.
Draft press release regarding social involvement / volunteer opportunities.	Subcommittee in conjunction with Communication & Information Subcommittee, Project Coordinator	Month 1-3	Subcommittee in conjunction with Communication & Information Subcommittee, Project Coordinator			Website "through the pews". Other media outlets.	Publication.
Seek sponsorship opportunities for distribution of information to all residents.	Subcommittee in conjunction with Communication & Information Subcommittee, Project Coordinator	Month 2-4	Subcommittee in conjunction with Communication & Information Subcommittee, Project Coordinator	Sponsors	Insufficient funding. (Refocus activity to more affordable distribution – e.g., public places.)		Sponsorship obtained. Distribution of information.
Assemble teams of volunteers for distribution.	Subcommittee in conjunction with Communication & Information Subcommittee, Project Coordinator	Month 4-7	Subcommittee in conjunction with Communication & Information Subcommittee, Project Coordinator, Schools, Bulletin boards	Volunteers	Insufficient volunteers. (Personal Ask. Reach out to Neighborhood Associations.) (Refocus activity to more affordable distribution – e.g., public places.)		Package distributed.

GOAL 5: Explore volunteer-based transportation opportunities.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Research existing volunteer-based transportation models including ITN North Jersey.	Subcommittee, Project Coordinator	Month 1-3	Subcommittee in conjunction Project Coordinator	Meeting scheduled with ITN	N/A	Internal communication.	Research assembled & distributed, meeting complete

<u>Subcommittee 4</u>: Organizational Structure & Sustainability
Action Plan Diagram for Project Management (Implementation Phase)

GOAL 1: Develop an initiative mission statement.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Research and draft age-friendly mission statements.	Subcommittee members (2-3) Edgar, Joan & Daria	Dec. – Draft Jan. 2017 – Approved	Internet searches, GROTTA Foundation, Township Administration e.g. Burlington	N/A	Inclusive without being too wordy. (Develop an Initiative narrative to be a more inclusive companion document.)	Internal email distribution to Subcommittee members	Mission Statement approved by Subcommittee and LSC.
Disseminate mission statement to public	Project Coordinator	Month 2	Communication and Information Subcommittee	Media contact list and outlets.	Press coverage lacking.	Press Release, Communication & Information Subcommittee	Publication

GOAL 2: Develop an initiative narrative.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Research and draft age friendly narrative statements	Project Coordinator, Subcommittee Members (2-3)	Month 1 Research Month 1 Draft Month 2 Approval	Internet searches, GROTTA Foundation, Township Administration e.g. Burlington	N/A	Delayed hire of Project Coordinator.	Internal email distribution.	Approved by Subcommittee and LSC.
Disseminate narrative statement to public	Project Coordinator, Subcommittee Members (2-3)	Month 2	Internet searches, GROTTA Foundation, Township Administration	Mission Statement. Media contact list and outlets.	Delayed hire of Project Coordinator.	Press Release to announce Age-Friendly Initiative Mission, Narrative Statement, and Project Coordinator. Communication & Information Subcommittee Chair	Publication

GOAL 3: Hire an Age Friendly Project Coordinator.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Research and draft Age-Friendly Initiative Project Coordinator job description.	New Solutions, Inc., Subcommittee Members (2-3), Township Administrators	November	New Solutions, Inc., Subcommittee Members (2-3), Township Administrators		Time constraints. Consensus on wording / responsibilities.	Internal Communication.	Job description approved by Subcommittee and LSC.
Determine HR logistics including hiring municipality, benefits, reporting structure and physical location.	Township Administrators	November	Township Administrators	Township Administrators		Internal Communication.	Details determined.
Post job opportunity.	Township Administrators	November	Township Administrators		Inadequate response to job posting. (Resume posting process to include additional sources.)	Internal posting, News Record, League of Municipalities	Job posted.
Interview process and hire individual. Review top 3 candidates at subcommittee level and LSC meeting.	Township Administrators	Completed by January 31, 2017	Township Administrators, Subcommittee members		Selected candidate choses another offer, selected candidate not available to begin, delay in hire. (Repost job.)	Internal Communication.	Project Coordinator hired.

GOAL 4: Develop Age-friendly project budget.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Compile personnel & fringe benefit costs	Township Administrators	November 2016	Township Administrators		Financial	Internal Communication.	Position approved by municipality governments
Project costs associated with activities of Subcommittee 1-3	Township Administrators, Project Coordinator, Co-chairs Subcommittees 1-3	November 2016-January 2017	Township Administrators, Subcommittee co-chairs	Township Administrators	Adjust work plan, seek alternative support/use of volunteers (Inadequate funds available).	Internal Communication.	Details determined.

GOAL 5: Define role of and membership of newly established Management Subcommittee of Local Steering Committee.

Activities (What needs to be done)	By Whom (Who will supervise this activity and serve on the team?)	Timeframe (Important dates for completion of steps)	Resources and Support (Financial, human, political, larger community-wide systems)		Potential Barriers or Resistance (and approaches to address these)	Communication Plan for Implementation (How to distribute info. and who should receive it)	Metrics & Progress Tracking (Who, what, when, and how will data be collected?)
			Available	Need			
Create document defining roles and responsibilities of Local Steering Committee	Township Administrators, Project Coordinator, Subcommittee Members	November 2016-January 2017	Township Administrators	Township Administrators	Current members may feel disenfranchised (Personal conflict resolution)	Internal Communication.	Details determined.
Create document defining roles and responsibilities of LSC Management subcommittee including overseeing work of project coordinator	Township Administrators, Project Coordinator, Subcommittee Members	November 2016-January 2017	Township Administrators, Subcommittee co-chairs	Township Administrators	Current members may feel disenfranchised (Personal conflict resolution)	Internal Communication.	Details determined.