



High Level Work Plan

PHASE I: SETTING THE STAGE & EDI VISION OF SUCCESS		
Actions	Timing	Who
Engagement Kick-Off Meeting	December 3rd	KG MR
Organization and DEI Review: Mission/Vision/Initiatives/Programs Culture Survey, External Analytics Branding/Messaging	Week of December 9th – December 23rd	MR KG
Key Stakeholder Interviews Schedule key stakeholder 30-minute Interviews via teleconference (3-5) Analyze and develop themes (to guide the process)	Week of December 9th – December 23rd	KG MR
Vision of Success Process <ul style="list-style-type: none"> Interviews with Senior Leadership team/Board (those not conducted in above step) Design VOS Process Conduct 90min-2hour DEI Vision of Success Meeting with Senior Team/Key Leaders Conduct catch-ball for Vision of Success (if developed with non-homogeneous teams) 	January 6th - February 10th / 17th March 11 March 20	KG MR KG MR
COVID 19 <ul style="list-style-type: none"> <u>Listening Sessions to re-align and continue the work to address COVID 19 and Racial Unrest preparation</u> <u>Facilitate Listening Session as part of weekly Town Hall</u> Finalize the DEI Vision, Case for Change, Positioning Statements and Focus Areas Review EDI Vision and positioning statements with select key stakeholders whose backgrounds are not represented on the Leadership team to gain input and have them be engaged in the process Finalize the Vision & Positioning Statements Communicate to staff 	<u>June 12-15</u> <u>June 17</u> June 19 June 22-26 June 29-July 2 July 6-July 10	<u>KG</u> KG KG MR KG MR



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PHASE 2: EDI ASSESSMENT		
<ul style="list-style-type: none"> Design qualitative assessment process against EDI Vision and foundation uncovered in Phase 1 (<i>to include quantitative survey</i>) <i>Design baseline survey</i> <i>Communicate survey purpose to encourage participation before launching</i> <i>Launch survey and collect results.</i> <i>Analyze and prepare survey results to inform focus groups</i> Schedule <i>virtual</i> Focus Groups based on the review to date – estimated 5-8 homogeneous groups, 2 hours each, up to 4 per day Communicate and recruit for the focus groups Conduct focus groups Analyze all Data: Review all data and develop themes Prepare Interim Report: Prepare thematic summary and overall KG recommendations. Provide Initial Stakeholder Feedback: Project Team to present draft findings to the Milwaukee Repertory Theatre Internal Project team for feedback Present findings to Milwaukee Repertory Leadership team 	July 13-17	KG
	<i>July 13-17</i>	KG
	<i>July 13-17</i>	MR/KG
	<i>July 20-24</i>	KG
	<i>July 27-31</i>	KG
	July 27 - 31	MR/KG
	July 27-31	MR/KG
	August 3-7	KG
	August 10-14	KG
	August 17-21	KG
August 24-28	KG/MR	
August 31-Sept 4	KG	
PHASE 3: EDUCATION		
<ul style="list-style-type: none"> Design Tailored EDI. Awareness Training - 4 hours <i>Review design outline with staff</i> <i>Prepare final documents for delivery (virtual?)</i> <i>Send an invitation to sessions</i> Deliver EDI Awareness Training Session for 100 staff and team members up to 25-30 participants per session/2 Sessions per day Ensure application of Accountability and Measurement Plan. 	Sept 8-11	KG
	Sept 14-18	KG
	Sept 14-18	
	Sept 21-25	
	Sept 28-Oct 2	KG
PHASE 4: DEVELOP EDI TAILORED STRATEGY, INFRASTRUCTURE & MEASUREMENT SCORECARD		
<ul style="list-style-type: none"> Design strategy meetings with ESC or key client and Milwaukee Repertory Theatre contacts to design strategy & measurement scorecard framework & plan Conduct 2 strategy meetings with ESC or key client & Milwaukee Repertory Theatre contacts to design Strategy & Measurement Scorecard Framework & plan Develop a final strategy roadmap distributed to necessary stakeholders in the organization for level-setting. Develop measurement scorecard and process to track the success Develop a communication plan Discuss next steps support needed 	Sept. 28-Oct 2	KG
	Oct 5-9	KG/MR
	Oct 12-16	
	Oct 19-23	KG
	Oct. 26 - Nov	KG/MR KG



Yellow highlights denote actions completed **BOLD - identify new steps, not in the original scope**