

MyLife Medical & Resource Center's

3 year Action Plan: Facility Upgrade

MyLife Medical Resource Center

3 Year Goal: Facility Upgrade

Benchmarks for success Year ONE:

Plans, bids, grants written

Evaluation Plan: Annual Report to the Board

Strategic Action	Party Responsible	Date to begin	Date Due	Resources Required	Potential Hazards	Desired Outcome	Date Completed
Preliminary plans drawn up	Karen/Contractor	1/2019	2/2019		Weather/Contractor schedule	Preliminary Plans completed	
Preliminary plans approved by board	Board	2/2019	4/2019	Proposal submitted to board prior to Feb meeting	Weather/Contractor schedule	Approval to move forward	
Bids sought from at least 3 contractors	Karen/Hannah	4/2019	6/2019	Names of contractors to contact	Contractor Schedules	Bids prepared for grants	
Preliminary Timetable for project completion drawn up	Karen/Hannah/Contractors	5/2019	7/2019	Preliminary plans	Contractor Schedules	Preliminary timetable complete for grants	
Grants submitted for project	Karen/Angie/Trish	6/2019	11/2019	Grant research/Time to write and submit grants	End of year	3 grants written and submitted for the project	

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Benchmarks for success Year TWO:

Architectural Drawings/Decisions on Contractor

Evaluation Plan: Project has begun/Annual report to the Board

Strategic Action Description	Party Responsible	Date to begin	Date Due	Resources Required	Potential Hazards	Desired Outcome	Date Completed
If grant funding is not awarded, Board makes decision to go forward or not	Board	2/2020	4/2020	Grant denial letters	Grant determinations may not all be in yet	Move ahead with project with or without grants	
If not moving forward, more grants applied for	Karen/Angie/Trish	4/2020	12/2020	Grant research/Time to write and submit grants	Waiting on grant determination letters-- construction prices going up	Grant awarded for project completion	
Architectural drawings completed	Chosen Architect	6/2020	7/2020	Time with architect	Architect schedule-- Prices change-- updated bids may be required	Drawings complete	
Construction Company chosen	Board	5/2020	7/2020	Bids from the companies	Construction company schedule/extra help to move/storage	Contract awarded	
Timetable adjusted/implemented	Karen/Contractor	7/2020	12/2020	Timetable		Project begun	
Apply for additional grants for furniture/new US machine	Karen/Angie/Trish	7/2020	12/2020	Research possible grants/time to write and submit grants	Staff/volunteer time	3 grants written for furniture/ultrasound machine	

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Benchmarks for success Year THREE:

Project Completed

Evaluation Plan: Project completed and being utilized

Strategic Action	Party Responsible	Date to begin	Date Due	Resources Required	Potential Hazards	Desired Outcome	Date Completed
Work completed	Construction Company	2020	1/2021		weather/contractor scheduling	Space ready to move in	
Moved back in and utilizing space	Staff/volunteers	1/2021	3/2021	Extra volunteers	weather/lack of help	Moved in and using space	
Open House	Karen/Juli/Hannah/B oard	3/2021	5/2021	Newsletter announcement/emails/invitations/banquet announcement	May have to move the date depending on completion	Celebrate with our donors	