

Work Group Session Guidelines

May 2014 – April 2015

Work Groups should plan to meet a minimum of four times between May 2014 and April 2015. The designated OED Staff Lead for each Work Group will provide project management, meeting coordination and other support. Additional work between meetings can occur in a variety of ways, at the discretion of the Work Group. The following outlines guidelines for the four meetings for all Work Groups.

Meeting 1 (Suggested timeline: May/June 2014)

- Review and clarify Work Group (WG) goal(s). It is suggested that the WG establish a brief and succinct way of stating the WG initiative(s) (In a sentence or two)
- Identify who needs to participate in the WG. Who else should be invited to be part of this WG? Who else needs to be involved in some other way?
- Set a timeline for the three subsequent meetings and related tasks, and identify preferred methods for work between scheduled meetings
- Identify possible progress points for public announcement, newsworthy moments or milestones

Meeting 2 (Suggested timeline: September 2014)

- Set year 1 action steps and milestones
- Identify resource needs
- Identify/confirm possible progress points for public announcement, newsworthy moments or milestones

Meeting 3 (Suggested timeline: early December 2014)

- Advance action on initial steps and milestones within and beyond the EDC
- Identify and leverage partner resources
- Identify/confirm possible progress points for public announcement, newsworthy moments or milestones

Meeting 4 (Suggested timeline: early March 2014)

- Set measurement/metrics for years 2 to 5 for Work Group initiatives
- Advance action on initial steps and milestones within and beyond EDC
- Identify Work Plan for May 2015 - April 2016

Work Group 1: Improve social mobility through access to college and career – *Access to college and career for all Seattle residents.* LEADS: Michael Young and Jill Wakefield

Work Group 2: Advance our infrastructure and built environment as economic catalysts – *Envision and create great urban centers, and Build an efficient transportation system and inviting open space in the Center City* LEADS: Maud Daudon and Rob Mohn

Work Group 3: Advance our infrastructure and built environment as economic catalysts – *Maximize the University District as the region's next innovation hub & Build strategically on our economic strengths* – *Assert Seattle's role as a global leader in the knowledge economy* LEADS: Chris DeVore and Chris Rivera

Work Group 4: Build strategically on our economic strengths – *Tell Seattle's economic story: "We make things that change the world" and Harness our talent in social entrepreneurship* LEADS: Alan Nay and Tanya Jimale

Work Group 5: Build strategically on our economic strengths – *Maintain our strength in manufacturing and maritime* LEADS: Dave Freiboth and Tay Yoshitani