

## Catalyst Program Schedule

Planning meetings are scheduled at a mutually agreed-upon time and location between OLT and consultants. The schedule below provides recommended windows of time to stay on track with program deliverables. Unless specified, all gatherings will be held at 501 Commons.

<b>CATALYST PROGRAM SCHEDULE</b>	
Development Capacity Assessment links sent to OLT's	Wed, Jun 6
OLT's complete Assessment and submit to 501 Commons	Mon, Jun 18
<b>CONSULTANT ORIENTATION</b>	<b>T, Jun 19, 4:00 – 6:00 pm</b>
<b>PROGRAM LAUNCH - <i>*bring your calendars*</i></b> Pacific Tower, 1200 12 <sup>th</sup> Avenue South	<b>Mon, Jun 25 10:00 am-1:00 pm</b>
<b>Planning Meeting #1</b> (at least 3 hours) Mini-retreat to review Assessment and draft Key Issues Report	Week of Jul 9
OLT reviews draft KIR and provides feedback to consultants	Fri, Jul 20
<b>Consultants Only Check In #1 – Review KIR and Catalyst Plan</b>	<b>T, Jul 24, 4:00 – 5:30 pm</b>
<b>MILESTONE: Post draft KIR for 501 Commons review</b>	<b>Fri, Jul 27</b>
501 Commons posts KIR feedback to Basecamp	Fri, Aug 3
<b>Planning Meeting #2</b> (at least 3 hours) Mini-retreat to finalize KIR and draft Catalyst Plan	Week of Aug 6
<b>MILESTONE: Post final KIR to Basecamp</b>	<b>Fri, Aug 17</b>
<b>COHORT GATHERING #1</b> Pacific Tower, 1200 12 <sup>th</sup> Avenue South	<b>Thurs., Aug 23 4:00 – 6:30 pm</b>
OLT reviews draft Catalyst Plan and provides feedback to consultants	Fri, Sept 7
<b>Planning Meeting #3</b> (at least 2.5-3 hours) Finalize Catalyst Plan	Week of Sept 10
<b>MILESTONE: Post draft Catalyst plan to Basecamp for 501 Commons review</b>	<b>Fri, Sept 14</b>
<b>Consultants Only Check In #2 – Review Fund Activities Plan and Case Statement</b>	<b>Thurs., Sept 27, 4:00 – 5:30 pm</b>
501 Commons posts draft Catalyst Plan feedback to Basecamp	Fri, Sept 28
<b>Planning Meeting #4</b> (at least 2.5-3 hours) Develop Case Statement and Fund Activities Plan	Week of Oct 1
<b>MILESTONE: Post final Catalyst Plan to Basecamp</b>	<b>Fri, Oct 5</b>
<b>COHORT GATHERING #2</b> Pacific Tower, 1200 12 <sup>th</sup> Avenue South	<b>Thurs., Oct 11, 4:00 – 6:30 pm</b>
OLT reviews draft Case Statement and draft Fund Activities Plan and provides feedback to consultants	Fri, Oct 19
<b>Planning Meeting #5</b> (at least 2.5-3 hours): Develop / Refine Case Statement and Fund Activities Plan	Week of Oct 29
<b>MILESTONE: Post draft Case Statement and draft Fund Activities Plan for 501 Commons review</b>	<b>Fri, Nov 2</b>
501 Commons posts Case Statement and Activities Plan feedback to Basecamp	Fri, Nov 9
<b>GRADUATION!</b> Pacific Tower, 1200 12 <sup>th</sup> Avenue South	<b>Tues., Dec 4 10:00 a.m. – 1:00 p.m.</b>
<b>MILESTONE: Post final Case Statement and Fund Activities Plan to Basecamp</b>	<b>Fri, Dec 7</b>