

This section describes the steps of the community development process and what your community will need to do to get organized to embark. Your community has already completed Steps 1 & 2 through the LDRC - Program application. **Louisiana Development Ready Communities is a three-year planning project and is designed to work with a community no matter what their previous experience has been in planning.**

All **Louisiana Development Ready Communities** must complete:

- I. The LDRC Community Assessment and
- II. Develop a 10-Year Vision & 5-Year Community & Economic Development Strategic Plan that includes Leadership, Workforce Development, Education, Infrastructure, & Marketing / Communications.

Roadmap to Readiness – Steps to Achieve

#1	Organize your community’s Steering/Sustainability Committee and submit the LDRC Application	
#2	Selection through the LDRC Application	
#3	Your community’s Steering/Sustainability committee should attend a project initiation meeting (to address and prepare your community’s plan of work and sustainability) and a kick-off meeting for the Community Assessment process. Attend training sessions over the course of the planning period.	
#4	Develop your Steering/Sustainability committee’s mission statement. Create a communications plan to engage more people in the process and keep them involved (suggestions and templates will be provided).	
#5a	Complete at least two (2) town hall meetings	
#5b	Complete a Citizen Survey	
#5c	Complete a Business/Leadership Survey	
#5d	Complete Local Data Collection and Inventory	
#5e	Complete the Community Assessment Report	
#6	Develop a 10-Year Vision & Identify the Community’s Goals	
#7	Develop a Sustainable 5-Year Community & Economic Development Strategic Plan for Infrastructure, Education, Workforce Development, Leadership, and Marketing / Communications	
#8	Gain endorsement for your community’s plan	
#8	Implementation	
#9	Celebrate!	
#10	Revisit and update the plans on a yearly basis; adjust according to results and new information	

Overview of Program Schedule

Your community’s Steering & Sustainability committee is required to attend all meetings and make all deadlines per the following LDRC schedule:

Task	Complete by:
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2013	
Communities Selected and Announced	April 30
Project initiation meeting to discuss LDRC work plan, communications plan, and building sustainability into the LDRC process.	May 14, 2013
LDRC work plan and communications plan	Week of May 27
Project Status Report Due – Must include planning schedule	May 31
Kick-off Meetings – Overview of LDRC Program, Review Roadmap to Readiness; Learn to Use LDRC Project Website, Get to Know Your Resource Team; Training on Community Assessments	Week of June 3
Receive Economic & Demographic Base Analyses / Zoomerang Surveys Ready to Launch	Mid-June
Community check-in conference calls	End of June
Project Status Report Due to Resource Team	June 30
Town Hall Meetings (completed by)	End-July
Site Selection Consultant Visits (External Assessment completed by)	End-July
Training on Strategic Planning	End of July
Project Status Report Due	July 30
Training on Leadership Development	Mid-August
Project Status Report Due	August 31
Community Assessment Report - Draft	September 4
Comments on Draft Received from Resource Team	September 11
Final Community Assessment Report	September 24
Project Status Report Due	September 30
Vision and Goals	October 15
Training on Marketing & Communication	Mid-October
Project Status Report Due	October 31
Strategic Plan – Draft	November 5
Comments on Draft Received from Resource Team	November 9
Strategic Plan – Final	November 19
Presentations to Municipal Governing bodies and adoption	November
Project Status Report Due	November 30
Project Status Report on Implementation	December 30
2014	
Project Status Report on Implementation	January 31
Community check-in conference calls	Week of February 6
Project Status Report on Implementation	February 29
Resource Teams to meet with Pilot Community Steering/Sustainability Committee to review Lessons Learned and prepare for Pilot Community Conference	End of March

Pilot Community Conference – Focused on Successes and Lessons Learned	April 2012
Project Status Report on Implementation	October 2012
2015	
Project Status Report on Implementation	April 2013
Project Status Report on Implementation	October 2013
2016	
Project Status Report on Implementation	April 2014
Project Status Report on Implementation	October 2014

Roles and Responsibilities

Both the Community and the LED's Resource Teams have roles and specific responsibilities in the **Louisiana Development Ready Communities** process. It's very important these differences are understood and agreed to at the beginning of the process. Each community has two teams of people responsible for the success: the Steering & Sustainability Committee and the Resource Team.

Steering/Sustainability Committee's Role & Responsibilities	LED Resource Team's Role and Responsibilities
<ul style="list-style-type: none"> • Primary leadership group for the community's participation as a LDRC community through October 2016. • Develop and implement a communications plan to support the community development process • Participate in all LDRC Training • Plan and conduct all meetings in the community • Coordinate the gathering and organization of all community data • Attend LDRC meetings and meet deadlines detailed in the Program Schedule • Participate in appropriate sub-committees • Prepare project status reports and other communications with LED • Prepare and deliver final assessment and strategic plan • Find the funding for the strategic plan implementation 	<ul style="list-style-type: none"> • Primary support group to the community's Steering & Sustainability Committee throughout the LDRC Process • Attend LDRC meetings and key meetings in the community (at a minimum: town hall meetings, project planning meeting, key Steering & Sustainability committee meetings per project plan) • Provide information and coaching on where to find needed resources for the planning process • Provide monthly progress reports to LED via conference call • Coach communities and provide limited facilitation during Strategic Planning • Review/analyze/provide feedback to community on progress and draft reports of deliverables • Coach/brief community on preparing for Site Selection Visit • Ongoing coaching and guidance as needed

