



**McKinney Economic Development Corporation
Management Audit / Organizational Review**

Preliminary Project Schedule

Workplan Task	Estimated Completion (week ending)
Task 1 - Initiate the management audit <ul style="list-style-type: none"> • Prepare a preliminary project plan and data request memo. • Conduct an initial project planning meeting with the Interim President, Interim City Manager and appropriate others • Brief MEDC staff • Collect and review pertinent background materials. 	October 23, 2015
Task 2 – Understand the current organization, priorities, operations and staffing <ul style="list-style-type: none"> • Meet with the available members of the MEDC Board • Conduct one-on-one interviews with each member of the MEDC staff and others as appropriate • Review the experience, credentials and qualifications of the MEDC staff 	November 6, 2015
Task 3 – Research comparable Texas EDCs <ul style="list-style-type: none"> • Identify and select group of 5-10 comparable municipal economic development corporation • Collect, review and analyze comparative organizational structure, staffing and activity data 	November 14, 2015
Task 4 – Complete staffing and organizational analysis <ul style="list-style-type: none"> • Compile and analyze data gathered to this point in the assessment • Project current and future staffing and functional / skill set requirements • Evaluate the degree of “fit” between the existing staff and job requirements and propose realignment 	December 4, 2015
Task 5 – Report on findings, results and recommendations <ul style="list-style-type: none"> • Prepare a written report of findings and recommendations • Formally present a final report of recommendations to the EDC Board and City Council, as requested. 	December 18, 2015