

**TC Strategic Plan
Strategy-to-Action Grid for Web Subcommittee**

CTC Mission and Purposes as approved 2/15/2005		Web items reference Strategic Plan as approved August, 2004		Task Recommendations	Champions TBD	Timing
Mission	Purposes	Implementation Strategies	Tactics			
Provide the Town Council and staff with strategic direction, guidance and recommendations ...	Provide advice, consultations, and technical information in order to maintain awareness of information and communication technology innovations and clarify options when making technology acquisition or deployment decisions.	Web (1): Introduction Provide consultation and review of document management and archival practices	Collaborate with town staff to identify the needs and constraints associated with the implementation of a digital document management system based on current BMPs from the literature and state statutes	Recommend the Town staff prepare an RFP for consultant to design a system that meets the needs of the town departments, is consistent with current literature, and adheres to state regulations		
... on the use of information and communication technology ...	Promote interdepartmental communication and a common understanding of technology among Town departments, boards, and committees.	Web: Provide consultation and review of Town website and identify additional ways in which the website could be used to more effectively communicate with citizens and local businesses	Collaborate with the IT Manager and PI Officer to develop a web strategy that meets the needs of citizens, Town employees, and vendors	Recommend the Town staff prepare an RFP for a consultant to develop a new website that utilizes the document management practices identified in previous task (see web strategy document from 8/17/04, dates will need to be changed once funding is made available)		