

**Tennessee Board of Regents**  
**Strategic Planning SWOT Analysis Committee**  
**Calendar of Activities**

<b>Date</b>	<b>Action</b>	<b>Responsible party</b>
Tuesday, August 25, 2009	Submission of SWOT analysis of four focal areas to TBR	All Sub-groups
Thursday, August 27, 2009	Content of all Sub-group reports posted on SP website	TBR Staff
August 27 – September 3	Input from all members on all Focal Areas via email to TBR staff	SWOT Committee
Friday, September 4 (time of call TBA)	<i>Conference Call</i> – to discuss key issues and data needs emanating from submissions	SWOT Committee
Wednesday, September 9	a) Finalize SWOT focal areas via bullets on website b) Complete first draft of report c) Send draft report to all Committee members	TBR Staff
September 10 - September 14	Read, review and comment on draft of report	SWOT Committee
Tuesday, September 15 (time of call TBA)	<i>Conference Call</i> – to discuss draft of report and request additional suggestions for refinement	SWOT Committee
Friday, September 18	All additional suggestions and comments on the draft report due	SWOT Committee
Tuesday, September 22	a) Complete revised draft of report ; b) Send to Committee members for review and comment	TBR Staff
Tuesday, September 29 (time of call TBA)	<i>Conference Call</i> – final review of the report	SWOT Committee
Wednesday, September 30	a) Complete Report b) Submit Final Report to SWOT Committee members & Oversight Committee	TBR Staff