



## Oakland Mills Revitalization Process: Designed to be Replicable

*Since Oakland Mills was the grateful recipient of significant funding and tremendous in-kind expert support from so many foundations, county government departments, and the Columbia Association, we have always felt it incumbent upon ourselves to ensure that we documented our process well. We knew that we should be prepared to “pass the baton” to the next village that wanted to embark on such a process and be there to help as needed to share the story of our process.*

The following list is a sample of the actions that we took to ensure that the effort was replicable:

- Standard designed and implemented work plans
  - Revised quarterly
  - Contain goals, objectives, and tasks
  - Contain timelines in which tasks should be completed
  - Contain owners of tasks
  - Are consistently formatted and implemented across all committees
  - Committees are responsible to the Community Organizer to maintain and update these plans
- Monthly reports completed by the Community Organizer
  - Document overall successes for the month
  - Document progress towards goals by committees
  - Document progress towards goals by Community Organizer
  - Document plans for the next month for committees
  - Document plans for the next month for Community Organizer
- Organizational Chart Developed
  - Lists main committees
  - Lists subcommittees
- Standard Communication Process
  - Weekly OM eNews email authored and distributed by Village Manager
  - Weekly revitalization-specific email newsletter
  - Monthly Street Captain calendar and fliers
  - OM Website
  - Music and Arts committee – Standard publicity communication plan documented
- All Committee Chairs maintain notebooks with meeting notes and project documentation
- Oakland Mills Revitalization leadership is willing and eager to offer technical support to any other villages or communities who wish to implement any of the projects or practices we undertook.