

Streamlining the Business Permitting Process Timeline

BLAKE GIBBONS

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Improvements

1. WHAT is / are the problems?
2. HOW do you know that they are problems?
 - a. WITH WHOM have you discussed this?
 - b. Literature review or existing research (ask a professor or [subject area librarian](#))
3. WHY are you in a position to solve it?
4. WHO can you involve in the solution process?
5. WHAT are your specific desired outcomes?
 - a. BY WHEN will you achieve those outcomes?
 - b. WHAT/WHEN are your milestones for these outcomes?
6. WHAT other examples can you look at?
 - a. WHAT people (city leaders?) from other cities can you discuss this with?

DATA:

<https://columbiabusinessreport.com/news/government/77453/>

November 2019: Begin Initial Setup

| | Weeks 1–2 | Weeks 3–4 |
|-----------------------|---|---|
| Operations | 1. Begin finding out which networks to ask | 1. Create a collaborative drive folder |
| Partnerships | 1. Begin formulating example cities to consult with | 1. Begin formulating example cities to consult with |
| Communications | 1. Brainstorm ways to spread the message | 1. Email list is number one |
| Impact | 1. Begin formulating ideas of impact plan | 1. Begin finding example cities to study |

December 2019: Streamline Setup

| | Weeks 1–2 | Weeks 3–4 |
|-----------------------|--|--|
| Operations | 1. Continue to find appropriate people to join on | 1. Begin adding supporters to drive folder. |
| Partnerships | 1. Narrow down list of example cities to work with | 1. Narrow down list of example cities to work with |
| Communications | 1. Make a template email for the list | 1. Begin adding supporters to email list |
| Impact | 1. Draft the impact plan | 1. Narrow down list of example cities to study |

January 2020: Begin Work

| | Weeks 1–2 | Weeks 3–4 |
|-----------------------|--|--|
| Operations | 1. Ask supporters to ask their network | 1. Ask supporters to ask their network |
| Partnerships | 1. Begin emailing heads of power in example cities | 1. If email is not met with response, try different department. a. If email is responded to, ask how they planned it out. |
| Communications | 1. Send out first email to supporters | 1. Check in with several supporters to make sure the email is formatted correctly. |
| Impact | 1. Create a plan to track impact | 1. Consult other example cities on this issue and what impact they made. |

February 2020: Expand

| | Weeks 1-2 | Weeks 3-4 |
|-----------------------|--|---|
| Operations | 1. Once personal networks are saturated, reach out to organizations and institutions. | 1. Reach out to UofSC Geography and Political Science Department. |
| Partnerships | 1. If email to example cities is still not responded to, call. <ol style="list-style-type: none"> a. Continue asking about their plan and if they can share any info. | 1. If no response then, drop example city from partnership. <ol style="list-style-type: none"> a. Take notes from all cities and compile them into generics. |
| Communications | 1. Send out next monthly newsletter | 1. Continue to add members to email |
| Impact | 1. Take notes on other cities impact | 1. Compile similar information |

March 2020: Compile Data

| | Weeks 1-2 | Weeks 3-4 |
|-----------------------|---|---|
| Operations | 1. Make sure cohort is strong | 1. Make sure cohort is strong |
| Partnerships | 1. Compile report of general notes from our partners. | 1. Finalize report of generals from our partnerships. |
| Communications | 1. Send out next monthly newsletter | 1. Continue to add members to email |
| Impact | 1. Begin to craft work on report on similar cities data | 1. Work on report |

April 2020: Begin Wrapup

| | Weeks 1–2 | Weeks 3–4 |
|-----------------------|--|--|
| Operations | 1. Select members to present issues to council | 1. Narrow down search for presentation |
| Partnerships | 1. Review report of our partnerships | 1. Publish report of our partnerships |
| Communications | 1. Send out next monthly newsletter | 1. Continue to add members to email |
| Impact | 1. Continue work on report | 1. Continue work on report |

May 2020: Finalize Wrap Up

| | Weeks 1–2 | Weeks 3–4 |
|-----------------------|---|---|
| Operations | 1. Practice presentation for team | 1. Practice presentation for team |
| Partnerships | 1. Look for members to endorse our work | 1. Narrow down members for endorsement. |
| Communications | 1. Send out next monthly newsletter | 1. Continue to add members to email |
| Impact | 1. Begin finalizing report | 1. Finalize report |

June 2020: Conclude and Present

| | Weeks 1–2 | Weeks 3–4 |
|-----------------------|--|--|
| Operations | 1. Make sure team is ready for presentation | 1. Finalize prep work |
| Partnerships | 1. Finalize endorsements | 1. Follow up with endorsers |
| Communications | 1. Send out next monthly newsletter 2. Reach out to social media to spread plan | 1. Reach out to social media to spread plan |
| Impact | 1. Begin forming survey and begin reflection | 1. After proposal, select several individuals and survey them on the proposal. |