



Organizational Work Plans

Road Maps to Achieving your Vision





Setting the Vision





What is a

WORK PLAN?





A Work Plan is a *living* road map that *guides* an organization through the process of *prioritizing* goals, *specifying* details and *assigning* resources to achieve success.



Why is it Living?

- We don't control some factors
 - Economy
 - Weather
 - Market Trends
 - Lifestyle changes
- It needs to be adaptable





Prioritizing Goals

- What can be done quickly
- What requires the least resources
- What will make the biggest impact
- What will require the most planning



#gamainst



Parts of a Work Plan

VISION

- Objectives
 - Tasks
 - Responsible Party
 - Resources Needs
 - Timeline to Complete
 - Status



Objectives

How do we break the vision down into manageable work that can be implemented?



Tasks

How do we move the objective further this year?

- Tasks should not be multi-year
- They should be specific and short
- They should be singular in nature
- They should flow



Tasks Must also include...

Point Person:

Defined as a lackey ... one who will face stiff punishment if they do not pull their own weight on the team 😊

Who is the best person to get the work done? Will they do it?



Tasks Must also include...

Resources:

What is needed to do this task?

- Money
 - Technical Support
 - Staffing to facilitate
 - Identifying Partners
 - Outreach Plans



Resources

Make sure that your resources are adequate. Don't assign a point person to finish a task and not give him/her the tools they need to complete the work.

Use the money needs to build an organization's working budget.



Timeline

- When will the task start?
 - Is it immediate/seasonal?
 - Is it a one-time task?
 - Is there a hard deadline to complete?
 - Or is there a target date?



Status

The work plan should be reviewed on a regular basis.

Each task should be reviewed if it has not been completed to make sure everyone is aware of the next steps.

If a task has been completed, there needs to be a check box to show that it is done and no longer on the list of pending work.



Other Best Practices ...

- Make the work plan accessible to the public to review
- Use the work plan to create a report back at the end of the year to show as progress for the year
- Provide updates on the work plan to the partners and elected officials.