**WORKPLAN TEMPLATE**

# 

# Overview

The primary mission of the ??? Committee is...

**Committee co-chairs:**

???

???

**Liaisons:**

Committee’s Liaison to …

Committee’s Liaison to …

Committee’s Liaison to …

**Active members:**

???

???

???

# Task Outline

**2.1 On-going work items (see Table):**

1. Participate in ASFPM Policy Committee Conference Calls and Retreat.
2. Attend Policy Committee Chair Meeting at the annual conference and hold an annual meeting.
3. Organize and Facilitate Regular Committee Conference Calls
4. Represent ASFPM on ???
5. ???
6. …

**2.2 Work items for the 201?/201? Year (see separate Task Summary Sheets):**

1. Write white paper on …
2. …
3. …
4. …

Ongoing Work Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Name** | **Task Leader** | **Approx. Hrs. to complete** | **Detailed Task Description** |
| Conference Calls & Committee Retreat | ???/??? | 44 hours | A co-chair or the liaison should attend all conference calls and one of co-chairs should attend the conference retreat. |
| Annual Conference | ???/??? | 16 hours | Prepare for the co-chairs meeting and the annual committee meeting. Prepare notes of annual meeting for distribution. |
| Committee Conference Calls | ???/??? | 48 hours | Organize and facilitate regular bi-monthly conference calls with active committee members (hours assume both co-chairs participating, 6 calls per year, and prep/post meeting tasks) |
| … |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

2010 Work Items

**2.2.1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Title: ???** | | **Task Leader: ???** | |
| **ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc):** | | | |
| **Approximate Start/End Date:**  ??/??/???? - ??/??/???? | **Approximate # Hrs to Complete: ??** | | |
| **Detailed Task Description:** ??? | | | |
| **Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)**  ??? | | | |
| **Other Policy Committees/entities to Engage for this Task:** | | | |
| **Completion Schedule:** ??/??/???? | | | |
| **Deliverables:** ??? | | | |
| **Other Necessary Support or Resources:** ??? | | | |
| **Approximate Direct Cost to Complete: (Labor and Non-Labor)**  Volunteer labor | | | |
| **Approval Process: (Does The Task Require Board Approval?)** ??? | | | |
| **Assumptions:**  ??? | | | |
| **Prepared by/ Date:** ??? ??/??/???? | | | **Approved By/ Date:** |

**2.2.2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Title: ???** | | **Task Leader: ???** | |
| **ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc):** | | | |
| **Approximate Start/End Date:**  ??/??/???? - ??/??/???? | **Approximate # Hrs to Complete: ??** | | |
| **Detailed Task Description:** ??? | | | |
| **Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)**  ??? | | | |
| **Other Policy Committees/entities to Engage for this Task:** | | | |
| **Completion Schedule:** ??/??/???? | | | |
| **Deliverables:** ??? | | | |
| **Other Necessary Support or Resources:** ??? | | | |
| **Approximate Direct Cost to Complete: (Labor and Non-Labor)**  Volunteer labor | | | |
| **Approval Process: (Does The Task Require Board Approval?)** ??? | | | |
| **Assumptions:**  ??? | | | |
| **Prepared by/ Date:** ??? ??/??/???? | | | **Approved By/ Date:** |

**2.2.3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Title: ???** | | **Task Leader: ???** | |
| **ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc):** | | | |
| **Approximate Start/End Date:**  ??/??/???? - ??/??/???? | **Approximate # Hrs to Complete: ??** | | |
| **Detailed Task Description:** ??? | | | |
| **Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)**  ??? | | | |
| **Other Policy Committees/entities to Engage for this Task:** | | | |
| **Completion Schedule:** ??/??/???? | | | |
| **Deliverables:** ??? | | | |
| **Other Necessary Support or Resources:** ??? | | | |
| **Approximate Direct Cost to Complete: (Labor and Non-Labor)**  Volunteer labor | | | |
| **Approval Process: (Does The Task Require Board Approval?)** ??? | | | |
| **Assumptions:**  ??? | | | |
| **Prepared by/ Date:** ??? ??/??/???? | | | **Approved By/ Date:** |

**2.2.4**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Title: ???** | | **Task Leader: ???** | |
| **ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc):** | | | |
| **Approximate Start/End Date:**  ??/??/???? - ??/??/???? | **Approximate # Hrs to Complete: ??** | | |
| **Detailed Task Description:** ??? | | | |
| **Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)**  ??? | | | |
| **Other Policy Committees/entities to Engage for this Task:** | | | |
| **Completion Schedule:** ??/??/???? | | | |
| **Deliverables:** ??? | | | |
| **Other Necessary Support or Resources:** ??? | | | |
| **Approximate Direct Cost to Complete: (Labor and Non-Labor)**  Volunteer labor | | | |
| **Approval Process: (Does The Task Require Board Approval?)** ??? | | | |
| **Assumptions:**  ??? | | | |
| **Prepared by/ Date:** ??? ??/??/???? | | | **Approved By/ Date:** |

**2.2.5**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Title: ???** | | **Task Leader: ???** | |
| **ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc):** | | | |
| **Approximate Start/End Date:**  ??/??/???? - ??/??/???? | **Approximate # Hrs to Complete: ??** | | |
| **Detailed Task Description:** ??? | | | |
| **Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)**  ??? | | | |
| **Other Policy Committees/entities to Engage for this Task:** | | | |
| **Completion Schedule:** ??/??/???? | | | |
| **Deliverables:** ??? | | | |
| **Other Necessary Support or Resources:** ??? | | | |
| **Approximate Direct Cost to Complete: (Labor and Non-Labor)**  Volunteer labor | | | |
| **Approval Process: (Does The Task Require Board Approval?)** ??? | | | |
| **Assumptions:**  ??? | | | |
| **Prepared by/ Date:** ??? ??/??/???? | | | **Approved By/ Date:** |