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| Annual Department Work Plan Template | | | | |
| Department: | | | | |
| Manager: | | | | |
| Fiscal Year: | | | | |
|  |  |  |  |  |
| Activity 1:  *Activities support the priorities outlined in your strategic plan* | | | | |
| Key Action Steps | Expected Outcome | Timeline | Person Responsible | Measures |
| *Define key steps that support the activity* | *Define the expected outcome of each step* | *Define expected completion date of each step by month and year* | *Identify the person responsible for each step* | *Describe how to measure the success of each step* |
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| Activity 2: (Example) Economic Development Plan | | | | |
| Key Action Steps | Expected Outcome | Timeline | Person Responsible | Measures |
| 1. Engage stakeholders | Interviews with community, leadership, municipality, and industry stakeholders help define community vision and economic opportunities | August 2019 | Economic Development Officer | Number of meetings and number and range of participants |
| 1. Define strategy | Analysis of desktop and interview research demonstrates economic opportunities that align with community vision, confirmed by strategy meetings with Council | October 2019 | Economic Development Officer | Council approves strategy outline, economic goals, and opportunities |
| 1. Produce final draft | Economic Development Plan clearly identifies economic opportunities and outlines pathways to participate in them, has been reviewed and approved by Council | March 2020 | Economic Development Officer | * Economic Development Work Plan links to Economic Development Plan * Economic Development Plan is available for community members on website or at Band Office |
| Activity 3: | | | | |
| Key Action Steps | Expected Outcome | Timeline | Person Responsible | Measures |
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| Activity 4: | | | | |
| Key Action Steps | Expected Outcome | Timeline | Person Responsible | Measures |
|  |  |  |  |  |
| Activity 5: | | | | |
| Key Action Steps | Expected Outcome | Timeline | Person Responsible | Measures |
|  |  |  |  |  |
| Activity 6: | | | | |
| Key Action Steps | Expected Outcome | Timeline | Person Responsible | Measures |
|  |  |  |  |  |