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| Annual Department Work PlanTemplate |
| 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
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| 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 |
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