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| Annual Department Work Plan Template | | | | |  |
| Department: | | | | |  |
| Manager: | | | | |  |
| Fiscal Year: | | | | |  |
|  |  |  |  |  |  |
| *Activities support the priorities outlined in your strategic plan* | | | | | |
| Key Activities | Steps | Timeline | Person Responsible | Measures | Cost Drivers |
| *Define key steps that support the activity* | *Define 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* | *Describe items that will determine expenses* |
| Activity 1: (Example) Economic Development Plan | | | | |  |
| Key Activities | Steps | Timeline | Person Responsible | Measures | Cost Drivers |
| 1. Engage stakeholders | Interviews with community, leadership, municipality, and industry stakeholders help define community vision and economic opportunities | August 20xx | Economic Development Officer | Number of meetings and number and range of participants | 1 temporary employee (4 months) |
| 1. Define strategy | Analysis of desktop and interview research demonstrates economic opportunities that align with community vision, confirmed by strategy meetings with Council | October 20xx | 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 20xx | 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 2: | | | | |  |
| Key Activities | Steps | Timeline | Person Responsible | Measures | Cost Drivers |
|  |  |  |  |  |  |
| Activity 3: | | | | |  |
| Key Activities | Steps | Timeline | Person Responsible | Measures | Cost Drivers |
|  |  |  |  |  |  |
| Activity 4: | | | | |  |
| Key Activities | Steps | Timeline | Person Responsible | Measures | Cost Drivers |
|  |  |  |  |  |  |
| Activity 5: | | | | |  |
| Key Activities | Steps | Timeline | Person Responsible | Measures | Cost Drivers |
|  |  |  |  |  |  |