

Committee Name:	Plan Date:	Author(s):
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Column A: What you will do and why	Col. B: When	Column C: What it will take	Column D: What you actually did
Work Plan—goals: I,II,III, etc and projects: A,B,C,D,E, etc	Planned period of work:	Budget narrative: what will be needed to accomplish this objective? What will be source of funds?	Summary of Accomplished Objectives:
Goal I: <i>(Strategic Plan Value/Vision C, Goal 2)</i> Provide for a public planning process for all city departments that provide public services. A. Develop calendar for budget / planning cycle B. Review committee yearly work plans C. Provide annual review of strategic plan D. Finish procedures for revising plan E. Continue work on assigning orphan projects F. Provide off-budget reviews of expenditures and projects as they come up G. Provide review of projects outside Strategic Plans as they come up	Ongoing	Postage, printing, office supplies to come from general fund.	
Goal II: <i>(Strategic Plan Value/Vision B, Goal 7)</i> Support the volunteer organizations that provide needed community services A. Provide liaison to the City Committees and Boards.	Ongoing	Postage, printing, office supplies to come from general fund.	
Goal III: <i>(Strategic Plan Value/Vision C, Goal 3)</i> Develop procedures in consultation with the City Council to provide full and timely communications between the council, its committees, the school and Gustavus. A. Write policy and procedures B. Help city set up communications loops C. Carry out procedure by guiding City through planning next cycle	Ongoing	Postage, printing, office supplies to come from general fund.	