Instructions:
The purpose of the work plan is to assist the committee/workgroup in planning their activity for the coming year. Like a project plan, it identifies the scope of effort, resource requirements, deliverables and timelines. It defines the expectations of the committee/workgroup for the Geospatial Advisory Council, the State’s Chief Geospatial Information Officer, the geospatial community and other stakeholders.

1. Replace “Committee/Workgroup Name” with the actual name of the committee/workgroup
2. Add the work plan date
3. Identify chair and vice chair (if there is one) and their contact info
4. Add a link to the committee/workgroup charter
5. Adjust the years in the section titles as appropriate.
6. List accomplishments from the last calendar year. We are not looking for great detail, more a short list of bullets, but include the level of detail you think is necessary to convey your accomplishments.
7. List planned activities and deliverables for the coming calendar year
   a. This should tie back to the group’s purpose as described in its charter. Describe how results will be measured or seen. Provide specific, quantifiable deliverables and/or outcomes if possible.
   b. If this is a multiple phase effort, describe the phase(s) that are being undertaken in the coming year.
   c. Identify milestones with estimated dates when they will be accomplished.
   d. Include the anticipated committee/workgroup meeting frequency in the coming year
   e. Include the activities of sub groups if that work ties to the committee/workgroup charter

8. Identify roles and responsibilities, including any of the following that are relevant:
   a. Estimates of the staffing requirements of active committee/workgroup participants
   b. A list of actively participating members (name and affiliation)
   c. Who is expected to do which committee/workgroup activity or task?
   d. What skill sets, knowledge and/or experiences are desired of participants?
   e. What is the estimated time commitment of participants?

9. Identify resource commitments, including equipment, software, data, other
10. Identify outstanding needs, which may include equipment, software, data, staffing or other resources, and identify any likely or suggested sources.
11. Identify dependencies and interrelationships
    a. List any other projects or activities that depend on committee/workgroup success or vice versa.
    b. Describe any relationships that exist with other committees/workgroups or project.

12. Identify any risks to the committee/workgroup’s ability to successfully accomplish its goals.
    a. What could cause the committee/workgroup to fail?
    b. What can be done to mitigate the risks?

13. List any additional info that you think is relevant to the GAC or stakeholders.
14. Once the work plan is approved by the GAC, list the approval date.
15. Finally, delete this instructions section 😊
Committee/Workgroup Name

Work Plan date:

Chair and vice chair:

Link to committee/workgroup charter:

Accomplishments from 2016

Work Plan for 2017

Planned activities and deliverables:

Roles and responsibilities:

Resources:

Committee/workgroup needs:

Dependencies and interrelationships:
Minnesota Geospatial Advisory Council
Committee/Workgroup Work Plan

Risks:

Additional Comments:

Date approved by the Geospatial Advisory Council: