

# Minnesota Geospatial Advisory Council Committee/Workgroup Work Plan

## **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 😊*

Minnesota Geospatial Advisory Council  
Committee/Workgroup Work Plan

**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:**

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**Risks:**

**Additional Comments:**

**Date approved by the Geospatial Advisory Council:**