

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: