

# [Committee Name] CommitteeFY2024/25 Term Report & FY2026/27 Work Plan

## Instructions

*Fill in the corresponding fields to populate the document, deleting this “Instructions” section once complete. Field text may be formatted as bullets or paragraphs.*

*The purpose of the term report and work plan is to assist the committee in assessing work completed in the current GAC term, and planning activity for the coming term. Committees should report on behalf of their subgroups.*

*Like a project plan, the work plan identifies the scope of effort, resource requirements, deliverables, and timelines. It defines the expectations of the committee for the Geospatial Advisory Council, the State’s Chief Geospatial Information Officer, the geospatial community, and other partners. Instructions are:*

1. *Replace “[Committee Name]” with the actual name of the committee.*
2. *Identify the chair, vice chair or co-chair (if applicable), and their email address.*
3. *List active subgroups of the committee (e.g., subcommittees, workgroups), if any.*
4. *List* [*GAC priorities*](https://www.mngeo.state.mn.us/councils/statewide/GAC_Priorities_2024.pdf) *owned by the committee during the closing term.*
5. *List accomplishments from the closing GAC term. 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.*
6. *Share any recommendations for MnGeo that would help the committee meet its goals.*
7. *Share any additional info related to the closing term that you think is relevant to the GAC or its partners.*
8. *List GAC priorities owned by the committee in the coming term; include priorities from the previous term that are not yet complete and amend this list as needed once GAC priorities are updated based on the term’s priorities survey results.*
9. *List planned activities and deliverables for the coming GAC term:*
	1. *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.*
	2. *If this is a multi-phase effort, describe the phases that are being undertaken in the coming term.*
	3. *Identify milestones with estimated dates when they will be accomplished.*
	4. *Include the anticipated committee meeting frequency in the coming term.*
	5. *Include the activities of subgroups and associated priorities.*
10. *Identify roles and responsibilities, including any of the following that are relevant:*
	1. *Estimated number of committee and subgroup participants needed.*
	2. *A list of actively participating members (name and affiliation).*
	3. *Who is expected to do which committee activity or task?*
	4. *What skill sets, knowledge, and/or experiences are desired of participants?*
	5. *What is the estimated time commitment of participants?*
11. *Identify existing resource commitments, including equipment, software, data, other.*
12. *Identify outstanding needs, which may include equipment, software, data, volunteer, or other resources, and identify any likely or suggested sources.*
13. *Identify dependencies and interrelationships:*
	1. *List any other projects or activities that depend on committee success or vice versa.*
	2. *Describe any relationships that exist with other committees or projects.*
14. *Identify any risks to the committee’s ability to successfully accomplish its goals.*
	1. *What could cause the committee to fail?*
	2. *What can be done to mitigate the risks?*
15. *Share any additional info related to the coming term that you think is relevant to the GAC or its partners.*
16. *Once the work plan is approved by the GAC, list the approval date.*
17. *Finally, delete this instructions section.* J

**Committee Chair(s) and** **Vice Chair(s):**

 **[Chair Name]**, Chair

[Chair Email]

**[Vice Chair Name]**, Vice Chair

[Vice Chair Email]

**Active subgroups and associated leadership:**

* **[Subgroup Name 1]**

[Leader 1 Name], [Leader 1 Email]

[Leader 2 Name], [Leader 2 Email]

* **[Subgroup Name 2]**

[Leader Name 1], [Leader 1 Email]

[Leader Name 2], [Leader 2 Email]

## FY2024/25 GAC Term Report

Fiscal Year (FY) 2024/25: July 2023 - June 2025

### GAC Priorities Owned by the Committee

GAC priority projects and initiatives that the committee was responsible for during the term.

* This is a line of filler text. Replace it with your own.

### Accomplishments

* This is a line of filler text. Replace it with your own.

### Recommendations

Recommendations for the Minnesota Geospatial Information Office (MnGeo) to support the Committee’s goals.

This is a line of filler text. Replace it with your own.

### Additional Comments

This is a line of filler text. Replace it with your own.

## FY2026/27 GAC Term Work Plan

FY2026/27: July 2025 - June 2027

### GAC Priorities Owned by the Committee

GAC priority projects and initiatives that the committee is to be responsible for during the upcoming term – these may be subject to change based on results of the term’s priorities survey.

* This is a line of filler text. Replace it with your own.

### Planned Activities and Deliverables

* This is a line of filler text. Replace it with your own.

### Roles and Responsibilities

* This is a line of filler text. Replace it with your own.

### Existing Resources

* This is a line of filler text. Replace it with your own.

### Committee and Subgroup Needs

* This is a line of filler text. Replace it with your own.

### Dependencies and Interrelationships

* This is a line of filler text. Replace it with your own.

### Risks

* This is a line of filler text. Replace it with your own.

### Additional Comments

This is a line of filler text. Replace it with your own.

**Date approved by the Geospatial Advisory Council:** Expected May 21, 2025