

Strategic Planning Worksheets

Step 7: Implementation Project Plan -- Turning Ideas into Action: Kickoff Date: March 2018

Goal <u>4</u>, Strategy <u>4</u>	<i>Goal 4. Grow and retain the volunteer pool. Strategy 4: Develop a role description with duties and expectations for CCA associates and members as well as a succession plan by December 2018.</i>			
Target completion date	December 2018			
Team Lead	Michael McGinnis			
Team composition <i>[Established by _____ (date)]</i>	Holly Davis			
	Lily Raines			
Tasks identified, whom responsible, and when due		Task	Whom	When
		Review most recent CCA manual	Mike	Feb/Mar 2018
		Rough Draft / draft for committee	Mike/Holly	Summer 2018 / August 2018
		Final Version on Website	Mike/Holly	December 2018
Ways to maintain focus	Check on each other			

<p>Potential barriers/obstacles</p>	<p>CCA manual has not been updated for many years.</p>
	<p>Many new members/associates; legacy and history are mostly disappeared</p>
<p>Ways to overcome barriers</p>	<p>Research and ask questions</p>
	<p>Delegate some work to members</p>

Support/resource needs	Minimal; manual will be online/ACS network
Management/Accountability Plan	Chair and ACS staff will need to check/update manual annually
Measures	New CCA Manual with roles and descriptions is ready for new 2019 chair, members and associates