

#6 Develop an Annual Work Plan

What is an annual work plan?

The annual work plan is the specific measurable goals/steps or the activities to which the council commits itself. Site councils generally facilitate:

- completion of the school profile.
- communicating with members of the school community.
- completion of the school improvement plan.
- establishing overall school goals.
- evaluating and monitoring the school improvement plan.
- determining staff development priorities for supporting the accomplishment of the school improvement plan.

Remember to:

- Evaluate the site council's overall functioning.
- Orient new members at the beginning of the year and prepare to recruit and elect new members in the spring.

Why is it important?

When the council has established its mission, it is ready to translate that mission into a specific work plan. A plan:

- helps a council coordinate the efforts of all members.
- identifies targets and deadlines.
- makes sure that all key stakeholders are involved.
- helps identify needed resources.

When do you need it?

Develop an annual work plan soon after forming a new council — after the council has developed its mission and as the council accomplishes the plan. A work plan will most likely be set annually, at the end of the school year, or at the beginning of the next school year.

How do you develop it?

Knowing how to create a work plan is a valuable skill. Here is an approach to creating a site council work plan:

- Identify what you want to accomplish.
- Identify the major steps for each of these activities.
- Estimate what is required to accomplish the tasks:
 - How much time is needed?
 - Who needs to be involved?
 - What supplies or resources are needed?
- Identify measures of progress:
 - How will you know if the plan is working?
- Create a document that shows the basic elements of the plan.

Work plans should include specific goals. Goals should be described as fully and specifically as possible and should include target dates.

Try this method:

Brainstorm all your major work activities. Place each activity on a post-it note. Place each post-it note on a wall chart divided into twelve months. Move the post-its around until you agree on a work plan.