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| Agenda Item No:       | E   |
| Work Plan Title:      | Administrative Work Plan  |
| Topic:                | Strategic Planning / Work Plan Management   |
| Presentation Title:   | Work Plan Progress Report   |
| Date of Presentation: | June 3, 2015  |
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**SUMMARY**

The primary purpose of this agenda item is to give the Board a progress report on items in the work plans. The work plans include specific deliverables, processes, and time lines for completion of the work on each item or issue. Staff has developed two summary products to help the Board review progress and look at timelines. A timeline “Matrix” that shows when items are likely to come before the Board during the next year, and a “Dashboard” indicating the stage of completion using generalized project phases.

**CONTEXT**

The work plan development process is intended to strengthen the Board’s ability to be an effective policymaking body, direct the Department’s work, and focus the Board’s and Department’s efforts on the most important issues.

The process of developing Work Plans provides a number of advantages including:

- Allowing staff to more efficiently allocate time among multiple demands,
- Providing the public with a better idea about when to provide input, and
- Organizing the Board’s work so that it leads to specific decisions.

Work plans create a systematic way for the Board to identify issues and set priorities that lead to specific decisions and products. The process is also designed to link with the biennial budget cycle where resources are identified for, and allocated to, Department programs.

An outline of the planning cycle is below:

**September Odd-numbered Years**

- Present information used to set 2-year priorities

**October Planning Retreat Odd-numbered Years**

- Update Board of Forestry Priority Set of Issues

**January Even-numbered Years**

- Staff recommendations for changing the work plans

**March Even-numbered Years**

- Approve work plan revisions

**June Even-numbered Years**

- Progress report

**October Planning Retreat even-numbered Years**

- Mid-course corrections

**June odd-numbered Years**

- Progress report

**RECOMMENDATION**

This item is for information and discussion. No action is required.

**NEXT STEPS**

- At the October 2015 Planning Retreat the Board will have an opportunity to discuss changes and add new items to the work plans.
- In June 2016 staff will provide another status report on the work plans.

**ATTACHMENT**

- 1) 2015-2016 Work Plan Matrix and Dashboards