



# Cal TF Workplan Procedure (Version 1.0)

## Overview

The Cal TF Workplan Procedure is intended to document the objectives, scope, schedule, and approach for approved business plan activities or initiatives without established methods. The Workplan serves as a planning and communication document to ensure alignment and understanding among Cal TF Stakeholders regarding the goals, scope, approach, and expectations for the activity described in the workplan. The workplan also serves as a guide for Cal TF Staff implementation of the business plan activity.

## Objectives

The workplan shall:

- document the objectives and scope of the activity and the methods and schedule by which Cal TF will complete the approved Business Plan tactic(s) and metric(s)
- be affirmed by the TF (and PAC, if required)

## Current Practice/Background/Statement of Need

Cal TF develops an annual Business Plan to establish the Cal TF's priorities and activities for the year. Each annual Business Plan defines the goals and metrics for the year as well as the specific tactics for Cal TF Staff and stakeholders to meet those goals and metrics. Cal TF's approach for conducting core activities are well defined and understood by stakeholders. For newer activities, the scope and approach to complete the metrics and tactics may need to be defined and/or may require additional stakeholder input. For such activities, the Cal TF Business Plan may indicate that a workplan is required before commencing key activities.

## Proposal

Cal TF Staff will develop workplans for activities as required in the Business Plan and for new projects or initiatives not included in the Business Plan and will secure appropriate approvals before commencing work for that project/initiative.

### 1. Workplan Requirements

A workplan is required when indicated in the Cal TF Business Plan. (The Workplan requirement was added to the business plan template starting with the 2023 Business Plan.)

Each workplan will include:

- problem statement
- goals, metrics, and objectives

- expected stakeholder benefits
- scope of the initiative
- list of deliverables
- potential obstacles and preliminary solutions
- proposed schedule, including key milestones and decision points where applicable
- stakeholders and team members, and effort expected from Cal TF membership
- budget (only if budget exceeds approved annual budget)

Cal TF Staff will draft each workplan using the Cal TF Workplan Template and scale the level of detail to the scope of the project or initiative.

**2. Workplan Affirmation**

TF affirmation is required for all workplans.

PAC affirmation is required only for workplans for which the proposed scope deviates from the approved Business Plan or for which the proposed budget exceeds the Cal TF budget.

Cal TF Staff will submit the workplan to the TF (and PAC, if required) for review and affirmation. Affirmation may be completed during a scheduled TF or PAC meeting or via e-mail.

**3. Documentation**

Cal TF Staff will document the date of TF and/or PAC affirmation in the workplan document and post the affirmed workplan on the Cal TF website.

**Attachments**

Cal TF Workplan Template, Version 1

Date Issued	2/27/2023
Prepared by:	Arlis Reynolds, Cal TF Staff
Approved by:	Affirmed by the TF on 1/26/2023 Affirmed by the PAC on 2/22/2023
Prior Versions	n/a