

Planning Council Work Plan 2024-2025

As Needed												
Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1. Review & Approve Policies & Procedures	x	x		x	x	x	x	x	x	x	x	
2. Approve Service Standards	x	x		x	x	x	x	x	x	x	x	
3. Review Bridge Report of Committee Activities												
Annual Activities												
Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
4. Annual Committee Reports												x
5. Data Presentation												x
6. Set Annual Service Priorities and Develop Directives to the Recipient												x
7. Review Report on the Recipient's Progress on Directives & Make Recommendations						x						x
8. Annual Resource Allocation												x
9. Needs Assessment Results												x
10. Review MOU											x	
11. Approve AAM Report											x	
12. Review Part A's Response to the AAM & CAP												x
13. Approve Committee & Planning Council Workplans	x											

14.	Develop & Negotiate PC Budget Amount with the Recipient											x	
Recipient & Lead Agency Activities													
Tasks/Goals/Objectives		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
15.	Quarterly Expenditure & Utilization Report: Part A & EHE	x			x			x		x			
16.	Quarterly Expenditure & Utilization Report: Part B		x			x			x			x	
17.	Quarterly PCS Utilization Report		x			x			x			x	
18.	Annual Part A Utilization Report									x			
19.	Annual Part B Utilization Report										x		
20.	Quality Management Report	x			x		x			x			
21.	Procurement Reports (Parts A & B)							x					
22.	Review Draft of the Grant Application from the Recipient												x
Membership, Training, & Evaluation													
Tasks/Goals/Objectives		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
23.	Open Nomination of Officers									x			
24.	Close Officer Nominations											x	
25.	Election of Officers												x
26.	Leadership Evaluations				x			x			x		
27.	Recommend Applicant(s) for Appointment	x	x		x	x	x	x	x	x	x	x	x
28.	Quarterly Membership Training				x				x				x

Events & Engagement												
Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
29. Approve Marketing Plan				x								
30. Approve Recruitment Plan				x								
31. Approve Activities for Annual Events (WAD & National Testing Day)		x					x					
Integrated Plan												
Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
32. Receive Integrated Plan Progress Updates & Make Recommendations				x						x		
33. Approve Implementation Plan for the Integrated Plan				x								