

Planning Council Work Plan 2024-2025

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

Recipient & Lead Agency Activities												
Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Quarterly Expenditure & Utilization Report: Part A & EHE	x			x			x		x			
Quarterly Expenditure & Utilization Report: Part B		x			x			x			x	
Quarterly PCS Utilization Report		x			x			x			x	
Annual Part A Utilization Report									x			
Annual Part B Utilization Report										x		
Quality Management Report	x			x		x			x			
Procurement Reports (Parts A & B)							x					
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
Open Nomination of Officers									x			
Close Officer Nominations											x	
Election of Officers												x
Leadership Evaluations				x			x			x		
Recommend Applicant(s) for Appointment	x	x		x	x	x	x	x	x	x	x	x
Quarterly Membership Training				x				x				x

Events & Engagement												
Tasks/Goals/Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Approve Marketing Plan				x								
Approve Recruitment Plan				x								
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
Receive Integrated Plan Progress Updates & Make Recommendations				x						x		
Approve Implementation Plan for the Integrated Plan				x								