

[Working Group Name] Work Plan: [Month - Month]

Initiative Group Staff

Project Manager: [staff name]
Lead Facilitator(s): [staff/consultant name]
Support: [staff name]

Initiative Group Objective

[3-4 sentence description of groups' objective]

And/Or

[Current State vs. Future State table]

	Current State	Future State
[Workstream 1]		
[Workstream 2]		
[Workstream 3]		

[Link to Google Drive Folder]

[Workstream 1]

Work Products:

- a) **E.g., Community Engagement Framework:** Develop a community engagement framework that outlines how to integrate community engagement into anchor mission strategies
- b) **E.g., Community Benefit & Anchor Strategies Alignment:** Develop framework that affirms and outlines community benefit activities that contribute to inclusive, local economic development and develop an ecosystem that promotes anchor mission strategies

Call #1: January X, X:XX - X:XXpm

Before Call #1
<ul style="list-style-type: none"> ➤ [e.g., Refine framework X] ➤ [e.g., Review survey results w/ co-chairs] ➤ [e.g., Request ➤ etc.

During Call #1
<ul style="list-style-type: none"> ➤ [e.g., Source case studies from group] ➤ [e.g., request feedback on survey draft 1]

Before Call #1	
Community Engagement Framework	Community Benefit & Anchor Strategies Alignment
<ul style="list-style-type: none"> ➤ Touch base w/ co-chairs on framework's revisions; ➤ Source case studies either from backbone or from the subgroup to complete the framework 	<ul style="list-style-type: none"> ➤ Source case studies either from backbone or from the subgroup to populate the criteria matrix (April 17) ➤ Figure out next steps for IRS guidance memo and/or conversation w/ SME

During Call #1	
Community Engagement Framework	Community Benefit & Anchor Strategies Alignment
<ul style="list-style-type: none"> ➤ Touch base w/ co-chairs on framework's revisions; ➤ Source case studies either from backbone or from the subgroup to complete the framework 	<ul style="list-style-type: none"> ➤ Source case studies either from backbone or from the subgroup to populate the criteria matrix (April 17) ➤ Figure out next steps for IRS guidance memo and/or conversation w/ SME

Call #2: February X, X:XX - X:XXpm

Before Call #2

➤

During Call #2

➤

Before Call #2

Community Engagement Framework	Community Benefit & Anchor Strategies Alignment
➤	➤

During Call #2

Community Engagement Framework	Community Benefit & Anchor Strategies Alignment
➤	➤

Call #3: March X, X:XX - X:XXpm

Before Call #3

➤

During Call #3

<p>➤ [</p>

Before Call #3	
Community Engagement Framework	Community Benefit & Anchor Strategies Alignment
➤	➤

Before Call #3	
Community Engagement Framework	Community Benefit & Anchor Strategies Alignment
➤	➤