



**The Wisconsin Section
Central States
Water Environment Association**

How to Develop Your Annual Plan

1. Start by examining your committee charges (see the Wisconsin Section Policy and Procedures Manual), the Wisconsin Section Strategic Plan, and the Committee Guidance Manual (assuming one is created) and considering what challenges and opportunities the committee sees for the upcoming year.
 - a. List the challenges/opportunities and potential goals and actions that would address each charge.
 - b. Prioritize the challenges and opportunities. (For conciseness the word “challenge” will mean both challenge and opportunity in the remainder of this guidance). You will likely have more challenges than you can address in one year.
 - c. Identify at least two and no more than five key challenges to address in the coming year. Once you have identified the key challenges go on to step 2.
2. Fill out the one page sheet titled “Challenge/Opportunity” for each key challenge (two to five of these). A template for this is attached to this document. After filling out the Challenge/Opportunity sheets go on to step 3
3. Fill out the cover sheet labeled “Executive Summary”.
4. Put the Executive Summary on top of the “Challenge/Opportunity” sheets. Attach appendix material, if any.

Congratulations, your plan is complete.



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Date:

To: Wisconsin Section Board of Directors

From: John Doe, Committee X chair

Subject: Annual Plan for XYZ Committee

Executive Summary

The executive summary is single paragraph (or several) stating generally the main challenges/opportunities, goals, and actions. Some readers may want to read only this summary and still feel they have a good idea what you are doing this year.

Plan

List challenges/opportunities in priority order. Think of each challenge/opportunity in terms of 1 year, if possible.

If your committee has more activities planned than are covered by your main challenges and opportunities, for example routine duties such as an awards nomination, include a master list of all activities planned for the year in an appendix and reference them here. Any necessary long-term discussion should also go in an appendix and be referenced here.

Keep this sheet to one page.

Challenge/Opportunity 1

This is a statement of a problem or a need in one sentence. The lead sentence must be a description of the challenge or opportunity. A brief background or elaboration may be provided if you think it helpful.

Goal

This is a statement of what you believe you can accomplish this year to fix the problem or take advantage of the opportunity stated above.

Actions

These are all actions your committee will take to achieve the goal above. Each action is an active voice command, specifying who will do it (unless it's obvious). It is generally helpful to arrange the actions according to a chronological schedule

Due date

This is a concrete date by which you expect to do all the actions to achieve the goal.

Responsible person/Assistance Needed

Ideally you have done this already in Actions or Due Date. But this is a reminder to make sure you identify clearly who is going to do what and where the committee needs outside assistance.

Measurement

Your goal may be clear to you, but how will someone else (and you) know that you have accomplished it? Make sure you spell out how you will measure your results, what you are looking for, who will do it, and by what date.

Keep this to one page. If you need to say more put it in an appendix and reference the appendix on this page.

You must have Challenge/Opportunity, Goal, and Action sections. The Due date, Responsible person and Measurement sections may be omitted if those elements are covered in the Actions section.

Now go on to Challenge/Opportunity 2, 3, 4, etc.