

Task Force Work Process

Project Leader: PLC Associates, Inc.

Core Team Facilitators: Penny Ciaburri & Diane Reed

Task Force Coordinator: Diane Reed

Pre Work:

Each Task Force has a designated Facilitator (Appointed), who will lead discussions, plan agendas, post results (Minutes) and coordinate all logistical aspects of the Task Force Work Process. The Task Force must do a calendar match and set its [All Member Meeting Schedule](#). Task Forces are encouraged to break into smaller subgroups as a means of creating efficiency. Data collection is critical. Members should be actively involved in collecting information, researching, investigating and benchmarking “best practices.” There is a very direct correlation between the available data that a Task Force utilizes and its discussion and quality of recommendations.

Task Force Facilitator Responsibilities:

1. Set Agendas / Post Minutes and Work In Progress
2. Facilitate discussions.
3. Function, by position, as a member of the Core Team.
4. Meet, as requested with Core Team Facilitators/Task Force Coordinator.
5. Provide briefings, as requested, at Core Team/Town Board Meetings.
6. Meet the target date deadlines of Work Process.

Task Force Ground Rules:

1. Remember, we are all important contributors in a highly participatory process.
2. Strive for actions/solutions; staying away from over processing and “minutia.”
3. Contribute timely, on-target information; monitor contribution.
4. Be respectful in disagreement.
5. Build support, conviction and a united coalition.



TOWN OF VICTOR

Work Flow

<i>Step</i>	<i>Work Process Description</i>	<i>Target Date</i>
1.	Analyze the Charge; develop broad understanding across the Task Force.	
2.	Discuss and begin collecting (assign Action Items) all relevant data. Include “best practices”, benchmarking and invitation of subject area experts.	
3.	Discuss Critical Issues. Add to, edit.	
4.	SWOT Analysis/ Internal - Using data, where available; discuss Strengths (S) and Weaknesses in area of investigation.	
5.	SWOT Analysis/External – Using data, where available; discuss Opportunities (O) and Threats (T). Recommend Strategic Intentions to Core Team.	
6.	Add to Critical Issues as a result of SWOT. Combine, categorize, and prioritize.	
7.	Begin identification of Key Initiatives. Get Support (75% Named Membership) for those that the Task Force is recommending.	
8.	First draft of All Key Initiatives to Project Leader (PLC Associates, Inc.).	August 15, 2006
9.	Subgroup out and develop Action Plans for supported Key Initiatives.	
10.	Get Action Plan Support Check (75% Named Membership) for all Key Initiatives. Create Cost / Benefit Analysis, as required by Parameters.	
11.	Develop Prioritization (P) of Action Plans.	
12.	Send Draft of All Key Initiatives / Action Plans in PLC Strategic Plan format to Project Leader.	
13.	Prepare Final Recommendation to Core Team. Submit Final Work.	September 22, 2006
14.	Task Force Facilitator/Selected Members meet with Project Leader to prepare for Town Board presentation. All work completed and submitted in required format.	September 29, 2006
15.	Official Presentation to Town Board.	October 10, 2006

