

## Annual work plan GOOD EXAMPLE

<p><b>Objective:</b> By the end of each fiscal year increase organizational supports to ABC state self-advocacy organization led by individuals with developmental disabilities.</p>
<p><b>Major Activities:</b></p> <ol style="list-style-type: none"> <li>1. Provide funding for an organizational consultant to work with the state self-advocacy organization.</li> <li>2. Conduct planning meetings with members of the state self-advocacy organization.</li> <li>3. Develop a strategic plan.</li> <li>4. Implement the strategic plan</li> </ol>
<p><b>Expected Outputs:</b></p> <ol style="list-style-type: none"> <li>1. 8 planning meetings will be held.</li> <li>2. 20 self-advocate leaders will actively participate.</li> <li>3. 1 strategic plan will be developed.</li> <li>4. 1 strategic plan will be implemented</li> </ol>
<p><b>Expected Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Self-advocate leaders will use their leadership skills and knowledge to effectively operate the state self-advocacy organization</li> <li>2. The ABC SA Organization will have structure to operate.</li> <li>3. The ABC SA Organizational leadership will have increased planning skills and ability to operate the organization.</li> </ol>
<p><b>Data Evaluation &amp; Measurement:</b></p> <ol style="list-style-type: none"> <li>1. Sign-in sheets and meeting agenda's will be reviewed (output).</li> <li>2. A focus group will be held with self-advocates to evaluate the planning meetings, process, and use of individual leadership skills (outcome).</li> <li>3. A focus group will be held with self-advocates to measure/evaluate the increased knowledge in planning skills.</li> </ol>

Project the performance measure(s) that will be targeted for each objective			
Individual & Family Advocacy (IA)		System Change (SC)	
IA Code	Targeted #	SC Code	Targeted #
IA 1.1		SC 1.1.1	
IA 1.2		SC 1.1.2	
IA 2.1		SC 1.2.1	
IA 2.2		SC 1.3.1	
IA 2.2.1		SC 1.3.2	
IA 2.2.2		SC 1.3.3	
IA 2.2.3		SC 1.3.4	
IA 2.2.4		SC 1.3.5	
IA 2.2.5		SC 1.3.6	
IA 2.2.6		SC 1.4.1	
IA 2.2.7		SC 2.1	
IA 2.2.8		SC 2.2	
IA 2.2.9		SC2.3	
IA 2.2.10			
IA 2.2.11			

## Annual work plan NOT SO GOOD Example

<p><b>Objective:</b> By the end of each fiscal year increase organizational supports to ABC state self-advocacy organization led by individuals with developmental disabilities.</p>
<p><b>Major Activities:</b></p> <ol style="list-style-type: none"> <li>1. Council committee drafts RFP</li> <li>2. Council committee reviews RFP and makes recommendation for funding</li> <li>3. Council creates contract and meets with grantee</li> <li>4. Council reviews quarterly reports and provides assistance as needed</li> <li>5. Grantee secures a consultant</li> <li>6. Grantee selects self-advocates to participate in planning meetings</li> <li>7. Grantee plans and holds meetings to create a strategic plan</li> <li>7. Grantee evaluates each planning meeting</li> <li>8. Grantee reviews evaluations and makes improvements for next meeting</li> <li>9. Grantee develops a strategic plan</li> </ol>
<p><b>Expected Outputs:</b></p> <ol style="list-style-type: none"> <li>1. Number of committee members</li> <li>2. Number of committee meetings</li> <li>3. number of RFP's</li> <li>4. Number of contracts</li> <li>5. Number of planning meetings</li> <li>6. Number of self-advocates attending meetings</li> <li>7. Number of strategic plans</li> </ol>
<p><b>Expected Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Self-advocates will be involved</li> </ol>
<p><b>Data Evaluation &amp; Measurement:</b></p> <ol style="list-style-type: none"> <li>1. Surveys</li> <li>2. Evaluations</li> <li>3. Focus groups</li> </ol>

<p>Project the performance measure(s) that will be targeted for each objective</p>																									
<p>Individual &amp; Family Advocacy (IA)</p>	<p>System Change (SC)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="padding: 5px;">SC Code</th> <th style="padding: 5px;">Targeted #</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">SC 1.1.1</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">SC 1.1.2</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">SC 1.2.1</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">SC 1.3.1</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">SC 1.3.2</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">SC 1.3.3</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">SC 1.3.4</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">SC 1.3.5</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">SC 1.3.6</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">SC 1.4.1</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">SC 2.1</td><td style="padding: 5px;"></td></tr> </tbody> </table>	SC Code	Targeted #	SC 1.1.1		SC 1.1.2		SC 1.2.1		SC 1.3.1		SC 1.3.2		SC 1.3.3		SC 1.3.4		SC 1.3.5		SC 1.3.6		SC 1.4.1		SC 2.1	
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ITACC – Information and Technical Assistance Center for Councils on Developmental Disabilities

IA Code	Targeted #	SC 2.2	
IA 1.1		SC2.3	
IA 1.2			
IA 2.1			
IA 2.2			
IA 2.2.1			
IA 2.2.2			
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IA 2.2.11			