

2006-2007

Strategic Goal: Develop a Standard Operating Procedures (S.O.P.) Manual for staff

Action Steps	Action Leader	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07
Develop committee purpose statement and designate committee chair(s)	Team			X									
Create outline / structure for SOP design/set-up	Team				X								
Create outline of forms & processes for SOP by programs and by common section	Adult / DW: Robin, Vanessa, Melissa, Cheryl Youth: Amy, Gina, Kim PJ: Mary, Carmyn				X	X							
Cross reference outlin for common forms and procedures	Team					X							
Gather external data work that has already been completed						X	X	X	X	X	X	X	
Develop and document forms and procedures						X	X	X	X	X	X	X	
Verification of processes and date with staff and program teams										X	X	X	
Develop site intranet												X	X
Determine management of site and how processes and forms will be updated												X	X
Publication and training													X

Gina Holtz, Co-Leader, Vanessa Lopez (Co-Leader), Mary Krambeer, Robin Cook, Cheryl Myres, Melissa Fiacco, Carmyn Clark, Kim Johnson, Amy Eldred Hernandez, Melissa Rumery

Personnel:

Success Indicators: