

6.7.i. Policy**WORK PROGRAM, FOLLOW-UP ACTION LISTS AND PRIORITIES CHART**

Management Group: December 17, 1992

A: PURPOSE:

1. To provide guidelines for the use of Work Program, Follow-up Action List and Priorities Matrix formats as tools to allocate resources to tasks and projects, to prioritize work activities relative to available resources and to focus on the achievement of specific results.

B: REFERENCES:

1. Policy Manual: Priority Setting/Review Guidelines (6.2.i.)

C: DEFINITIONS:

1. The Islands Trust's work program system is comprised of three working documents which are linked to the Trust's annual budget and organizational strategic planning process in terms of day-to-day and/or short range activity projections.
 - 1.1. The **Follow-up Action List** is designed to deal with matters to be dealt with during the next three months that arise from meetings, to highlight matters arising from day-to-day activities, and to define specific tasks associated with work program items.
 - 1.2. The **Work Program** is designed to identify a long list of specific projects or activities that are not items for the Follow-up Action List, to identify the priority items for attention, and to define specific tasks to be accomplished for the top three priority items.
 - 1.3. The **Priorities Matrix** is designed to highlight the specific activities to be pursued for the organizational unit's top priorities that are consistent with available resources for endorsement by Trust Council at its quarterly meetings.
 - 1.4. The **Organizational Unit** includes any political or staff entity identified on the Priorities Matrix.

D: POLICY:**1. FOLLOW-UP ACTION LIST**

- 1.1. The Follow-up Action List should only include specific tasks and that can be reasonably done over the next three months.
- 1.2. The Follow-up Action List entry should include only the key words required to prompt recall of the item and/or a reference (i.e. report, resolution number or minutes) as to where to obtain more detailed information.
- 1.3. Follow-up Action List entry notations should only be completed - key words, responsibility assignment, target date and time budget estimates, upon agreement between the person responsible to complete the task and the person(s) or entity responsible for reviewing to ensure the task has been completed.
- 1.4. Whenever possible, Follow-up Action List entries should note the expected time to complete the task in the responsibility assignment column as [1 hour or 2 days] and/or actual time to complete the task in the Target/Status column as [1 hour or 2 days].
- 1.5. The Follow-up Action List should be updated on a continual basis, distributed on a regular basis as determined by the relevant organizational unit, and reviewed at regular meetings of the relevant organizational unit.
- 1.6. Follow-up Action List entries should not be deleted as complete or no longer required, and/or transferred to the work program unless so decided by the organizational unit (not an individual).
- 1.7. Follow-up Action List entries should be separated chronologically according to the organizational unit's regular meetings or bi-weekly, to easily track when they were identified.

2. WORK PROGRAM

- 2.1. The Work Program is comprised of two components - top priorities and long list.
- 2.2. The long list may be categorized by broad topic areas for the convenient indexing of specific work program topics.
- 2.3. Any potential project or future discussion topic may be included in the long list for the purposes of maintaining a record of topics raised.
- 2.4. Action on the long list items is subject to the organizational unit's assignment of its assigned available time and/or assigned resources.
- 2.5. The Work Program's top three priorities should be identified within the long list and then listed on the top page of the Work Program.

- 2.6. Specific activities that are to be pursued over the next 3-6 months to complete an element of a priority should be highlighted for the top three priorities on page 1 of the Work Program.
- 2.7. Implementation of activities for top priorities is subject to available staff resources and assigned fiscal resources through the annual budget.
- 2.8. A Work Program should be forwarded by the organizational unit's designated staff person to the Administrative Secretary when it is updated.

3. PRIORITIES MATRICES

- 3.1. Each organizational unit is assigned a number of three priorities (Trust Council and Trust Fund Board have five) which it may present on a quarterly basis for Trust Council's input and endorsement.
- 3.2. The top priorities of each organizational unit are extracted from the top page of the organizational unit's current Work Program.
- 3.3. An organizational unit may update its portion of the Priorities Matrix at any time through the Administrative Secretary.
- 3.4. The Executive Committee will review the current Priorities Matrix prior to presentation to quarterly Trust Council meetings for its recommendations relative to the listed priorities' compatibility with available resources.
- 3.5. The Accomplishments Matrix is intended to document the accomplishments of priorities previously listed on the Priorities Matrix.