Action Plan

	Action	Deliverables*/Activities	Send Deliverable To:	Tools	Data Collection Resources in Cabinet	Who Will Complete?	# of people	Estimated Time to Complete	Start Date	Due Date	Done ?
1	Develop Agency Data Collection Plan	None	N/A	Guidebook 1, Action Plan.xls	Department Heads/Mgrs., Personnel Administrator	Organization/Workforce Team	Depends	1 day		Now	
2	Consult with Agency Leaders	Memo to Request Meeting	Cabinet Sec. or Constitutional Officer	Talking Points in Guidebook, Memo to Leadership.doc		AIL (or designee, if several per Cabinet)	1 to 2	½-1 hour		9/4/1998	
		Meeting with Leadership	Cabinet Sec. or Constitutional Officer	Talking Points in Guidebook		AIL (or designee, if several per Cabinet)	1 to 2	1-2 weeks		9/4/1998	
3	Inform Data Resources and A. S. Employees	Memo to Data Collection Resources	Department Heads and Mgmt	Memo to Data Resources.doc, Memo to A.S. Employees.doc, Talking Points in Guidebook		AIL (or designee, if several per Cabinet)	1 to 2	½-1 hour		9/4/1998	
4	Complete Org_Template	Org_Template.xls (1 file per agency)	Gail Prewitt	Guidebook 1, Org_Template.xls, Module 1.3	Organizational Chart, Personnel Administrator, Dept Heads/Mgmt	Implementation Team designee	1 to 3	1-4 days		######	
5	Complete Personnel Data Worksheet	###_Data.xls (1 file per department, ### = agency/dept name)	Gail Prewitt	Guidebook 1, Activities Dictionary, Dept_Data.xls, Modules 1.3 & 1.4	Personnel Administrator, Dept Heads/Mgmt, as needed	Personnel Administrator	1	1-7 days		######	
6	Complete Activities Worksheets	###_Data.xls (1 file per department, ### = agency/dept name)	Gail Prewitt	Guidebook 1, Dept_Data.xls, Personnel Data Worksheet, Module 1.3	Department Heads/Mgrs., Personnel Administrator, Recent Evaluations (only if needed)	Implementation Team designee	Depends on Complexity of Agency	3-4 weeks		######	
7	Complete Training_Worksheet	###_Data.xls (1 file per department, ### = agency/dept name)	Gail Prewitt	Guidebook 1, Training Worksheet, Personnel Data Worksheet, Module 1.4	Personnel Administrator, GSC Liaison	GSC Liaison (Registrar Teaching System)	1	1-2 days		######	
8	Submit current position description forms.	###.doc, 1 per employee. Submit on disk or print out. (### =	Gail Prewitt	Guidebook 1, PD Form.doc, Module 1.4, Activities Worksheets	Personnel Administrator, Dept.	Personnel Administrator Managers	Depends	1-4 weeks		######	

* Deliverables can be turned in either by disk or e-mail