



Final Guidance for Creating NABCI Subcommittee Work Plans

Approved at 9 August 2017 NABCI Committee Meeting

Frequency: Each Subcommittee should create a work plan spanning 1-3 years, depending on the subject area, needs, and breadth of the Subcommittee. If the Subcommittee work plan spans more than one year, the Subcommittee should review and update its work plan annually.

Process: Each new Work Plan must be approved by the NABCI Committee at a NABCI meeting. Draft work plans should be submitted to the NABCI Coordinator no later than 3 weeks before the NABCI meeting at which they will be presented and discussed. Annual reviews and updates of Work Plans with durations of greater than 1 year can be conducted within a Subcommittee, without need for further approval by the NABCI Committee.

Tracking Progress: Every 6 months, Subcommittee Chairs should work with their Subcommittees to evaluate progress on actions and tasks and submit this information to the NABCI Coordinator. The NABCI Coordinator will submit a NABCI Work Plan Progress report to the full Committee at one of NABCI's two biannual meetings; prior to the other NABCI meeting, the Coordinator will conduct a less formal evaluation of Subcommittee progress towards NABCI Work Plan goals to ensure that Committee work is progressing.

Format: Each Subcommittee Work Plan should have the following sections:

Introductory Sections

Subcommittee Overview: Short (1-2 paragraph) section on the Subcommittee's background, also addressing the linkage between the Subcommittee and the NABCI Strategic Plan.

Subcommittee Charge: Bulleted list that reflects the purpose of the Subcommittee. The Overview and Charge will likely remain fairly consistent over time.

Membership: Short paragraph about who the targeted membership of the Subcommittee is, as well as a list of current Subcommittee members and their affiliations.

Work Plan Goals, Actions, and Tasks

The NABCI Work Plan is divided into primary goals, sub-goals, actions, and tasks, and Subcommittee Work Plans should follow this rough format.

Primary Goal: Broad statement of what the Subcommittee is trying to achieve in the long-term. These primary goals should be consistent (although not necessarily identical) with NABCI's goals and sub-goals as they relate to the Subcommittee.

Sub-Goal: More focused statement supporting primary goal and focused on what the Subcommittee is trying to achieve. Not all Subcommittee Work Plans will require sub-goals.

Action: Broad statement of what the Subcommittee will do to achieve its goal.

Task: More specific, short-term, measurable element of how the Action will be carried out. Actions and tasks should be detailed enough to allow the Subcommittee to track its progress.

Responsibility: Who will take the lead on the task and be responsible for ensuring progress?

Timeframe: What is the anticipated completion date, or the anticipated completion of a milestone towards this task?

Additional Information

Subcommittee participation and capacity may vary over time, and it may be helpful for some Subcommittees to assign a priority ranking to items in their work plan, to help focus available resources on the most urgent, immediate, or achievable needs.