



Plan of Work for

Committee: Chair: Members:	Date of Event:	
Event: <i>(Insert a long term goal that is measurable.)</i>		
Action Steps: <i>(List specific tasks that will accomplish your goal. This can be as simple or detailed as you like.)</i>	Who:	Deadlines:
1.		
2.		
3.		
4.		
Budget: <i>(Check your budget! Insert any budget line item you will be using.)</i>		
Resources: <i>(Who will you work with to accomplish this?)</i>		
Evaluation Process: <i>(How will you measure your success? Make sure you are using measurable terms.)</i>		
Progress Report and Comments: <i>(This is the best part – insert how your event actually went and any comments on the work that will help you (and your future replacement) be successful in the future. Including the history allows us to understand the job, maintain continuity by not re-inventing the wheel, and allows us (and future leaders) to think forward and outside of the box.</i> <i>Adding this info ensures that your POW includes the whole story of your work!</i>		Date: <i>(Insert date you are submitting your event report – immediately after the event or at your next PTA meeting for final info.)</i>