

**Soil and Water Conservation District**  
**Completed by:**

**Section 8**

**Planning**

<i>Element</i>	<i>Discussion question</i>	<i>Yes</i>	<i>No</i>
Annual Work Plan	1. Who is included in the development of the annual work plans:		
	a. District Manager?		
	b. Other SWCD staff?		
	c. Directors and associate directors?		
	d. Watershed councils?		
	e. NRCS staff?		
	Other? (List below)		
Annual Work Plan	2. Does the annual work plan include both external work for customers, such as conservation planning, technical assistance, and grant writing, as well as internal district operational tasks, such as policy development, financial management, facility maintenance, and staff development?		
	3. Does the annual work plan include a workload analysis?		
	4. Does the annual work plan include budget information?		
	5. Is the annual work plan reviewed during the year and amended as necessary?		
	<i>Comments/assistance requested</i>		
Long Range Business Plan	1. Has the board developed a long-range business plan?		
	2. Is the long-range plan reviewed annually and used as a basis for the development of strategic annual work plans?		
	<i>Comments/assistance requested</i>		