

Soil and Water Conservation District
Completed by:

Section 8	Planning
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<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)	<input type="checkbox"/>	<input type="checkbox"/>
	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?	<input type="checkbox"/>	<input type="checkbox"/>
	3. Does the annual work plan include a workload analysis?	<input type="checkbox"/>	<input type="checkbox"/>
	4. Does the annual work plan include budget information?	<input type="checkbox"/>	<input type="checkbox"/>
	5. Is the annual work plan reviewed during the year and amended as necessary?	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments/assistance requested</i>		
Long Range Business Plan	1. Has the board developed a long-range business plan?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Is the long-range plan reviewed annually and used as a basis for the development of strategic annual work plans?	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments/assistance requested</i>		