

Work Objectives

Each work objective has three parts:

1. Initiative: What is going to be done.
2. Action Plan: Plan for accomplishing the initiative, including start and completion dates. The action plan, when followed, should lead to the outcome. Include as many action steps necessary to break projects into discrete, measurable steps that are time-bound.
3. Outcome: The end result when the work objective is achieved. The outcome should answer the question, "From what, to what, by when." This must support the organization's goals.

Each work objective should map to a specific Goal and Strategy in the State Plan. Two examples of Work Objectives are included. More than one work objective can be written and implemented to target the same Goal and Strategy.

Work Objective

Name:		Organization:	
Goal		Strategy	
Initiative:			
Action Plan for Accomplishment:	Start	Finish	Notes
Action Step			
Action Step			
Action Step			
Action Step			
Action Step			
Outcome (what it looks like when this objective is accomplished):			

Work Objectives (example 1)

Name: Lindy Laurence		Organization: Volunteer Legal Services	
Goal 1		Strategy 1	
Initiative: Review and revise as necessary the organization's guiding documents to incorporate race equity language.			
Action Plan for Accomplishment:	Start	Finish	Notes
Gather mission statement, vision and values, and any strategic plans that already exist. Share with staff for feedback; incorporate feedback into documents.	10/1/17	10/7/17	Identify all guiding documents.
Share draft revisions with VLS committee for review and discussion. Incorporate feedback into documents.	10/7/17	10/31/17	Discuss at VLS committee meeting
Share revisions with VLS Foundation Board for review and discussion. Finalize and approve new documents.	11/1/17	11/21/17	Discuss at TBCBA Foundation Board Meeting
Publish/share updated documents as appropriate (website, Pro Bono Council, ATJ Board)	12/1/17	12/15/17	
Outcome (what it looks like when this objective is accomplished): Volunteer Legal Services incorporates race equity language into all guiding documents.			

Work Objectives (example 2)

Name: Lindy Laurence		Organization: Volunteer Legal Services	
Goal 2		Strategy 1	
<p>Initiative: In collaboration with Pierce County Alliance organizations and community partners, conduct an assessment of current legal educational activities in Pierce County. Identify resources and tools. Identify gaps and develop necessary tools or programs to address those needs.</p>			
Action Plan for Accomplishment:	Start	Finish	Notes
Identify and catalog/inventory the legal education activities in Pierce County. (NJP-Tacoma, NIRP-Tacoma, Tacoma Community House, PC Superior Court, YWCA, Crystal Judson, TeamChild, etc)	10/1/17	10/31/17	Convene a meeting Define "legal educational activities" Catalog/inventory all educational activities including time, location, demographic served, collaborating partners, reoccurrence or one-time offering
Invite social service agencies to identify the needs of their clients.	11/1/17	11/31/17	Identify social service agencies in Pierce County that serve low-income and vulnerable communities (community agencies, hospitals, law enforcement, DSHS, Centro Latino, Department of Assigned Counsel, etc) Gather feedback regarding the legal needs their clients experience
Compare the inventory of legal educational activities to the existing needs. Where are the gaps?	12/1/17	12/15/17	Identify the gaps between the existing legal education and the felt-needs of low-income and vulnerable people.
Determine how to meet those needs	1/1/18	1/31/18	Convene a meeting of Pierce County Alliance organizations Determine if there are existing resources that could be better deployed/utilized to fill these gaps Determine if there are opportunities to collaborate and close these gaps Strategize about necessity of new programs (write a Work Objective for this) Identify a method to measure effectiveness of new programs at meeting this need
Outcome (what it looks like when this objective is accomplished):			

VLS has an inventory of legal educational activities that exist in Pierce County and identified the gaps and need for improvement. VLS has a plan to close these gaps and increase legal education for low-income people and written a Work Objective to accomplish this by 1/31/18.

SAMPLE