

Attachment A

Partner Management Work Plan Template<sup>20</sup>

*An Annual Progress Report & Work Plan Update Is Required*

Strategic Objective	Action Strategy	Regional Workforce Plan Strategic Goal(s) Influenced (Which?)	Memorandum of Understanding – Shared Responsibility(ies) Influenced (Which?)	Response to Certification Team or Access Review Technical Assistance Item (Which?)	Party(ies) Accountable to Achieve the Action	Project’s Anticipated Start (Qtr/Year)

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<sup>20</sup> A Partner Management Work Plan is a central element to continuous improvement and defines how the applicant and its partners will better identify and meet the needs of customers. The work plan is expected to be a living, evolving document, and as such, an annual progress report to the LWDB and plan update is required. Technical guidance or assistance provided from the Council and its designated teams or committees (i.e. Certification, Quality Assurance, Regional Access Advisory, etc.), are expected to inform the work plan.