Referral Workflow – DRAFT – 1/28/2019

Phase 1 – Draft | Phase 2 – Formal Proposal | Phase 3 – Assigned for Initial Staff Analysis | Phase 4 - Scheduled | Phase 5 – Work in Progress | Phase 6 – Complete | Phase 7 - Implementation | Phase 8 – Annual Report on Metrics

Commission Meeting

- Discussion
- Work Deliverable Presented
- Action Needed?
  - Yes
  - No

GPC Meeting

- Discussion
- Commissioner presents project (form and additional materials)
- Commission Consensus (majority)
  - Pass
  - Fail
  - Tabled
- Agree to prioritization score
- Resources Available?
  - Yes
  - No
- Agree to ranking and schedule
- Present Annual Report

Committee

- Discussion
- Assign 1 or more commissioners to committee
- Advise as needed
- Advise as needed

Commissioner

- Idea
- Work With COC as needed

Clerk of the Commission (COC)

- POA Discuss and Refine Idea
- COC Exploratory Research
- List of tabled topics? And then what?
- Assign to Charters
- POA Identify goals & metrics
- POA Annual Analysis of Policy

Automated Tool

- Intake Form
- Project Archived
- Project Backlog
- Project Archived
- Add to Project Archive

Charter Offices

- Analysis on timeline and capacity
- Assign to Staff
- Exploratory Research
- Engagement
- Analysis
- Finalize Work Deliverable
- Teams share deliverables and update before presenting to Commission
- Resourced?
  - Yes
  - No
- Implementation
- Table

Weekly Meeting Charter Offices Project Update

- Discuss Incoming Items and Status of Current Projects “Stand Down Meeting”