MAC County Opioid Settlement Work Plan Template

Purpose and Background	Goals, Objectives, and Allowable Uses	Success
Provide background on the opioid settlements in the county and the drivers of this work.	Are there goals external to planning for opioid settlement funds? What are these goals? How do these goals fit with the objectives of the opioid settlements and associated allowable uses?	How will you know if efforts are successful? How will success be measured?

Level of Effort	
Summarize the expected level of effort for the project.	Include length of time of project, number of internal staff involved and expected time on the project and the number of external stakeholders involved and expected time on the project.

Milestones

Project Phase	Milestone	Date
Phase 1: Stakeholder Engagement		
Phase 2: Gather Information		
Phase 3: Determine Process Moving Forward		
Phase 4: Monitoring and Accountability		

Deliverables

Project Phase	Deliverable	Date
Phase 1	Stakeholder roster, meeting agenda, meeting minutes, resolution, educational sessions, etc.	
Phase 2	Needs assessment data, stakeholder data, landscape analysis, gap inventory, asset map, etc.	
Phase 3	Process map, strategic plan, action plan, spending plan, formalized processes, etc.	
Phase 4	Public-facing website, accessible documents, etc.	

Work Structure

Project Phase	Activity
Phase 1	1.1 Draft and pass resolution to create community-inclusive steering committee
	1.2 Engage stakeholders from across various sectors
	1.3 Hold regular meetings with steering committee
Phase 2	2.1 Gather stakeholder data
	2.2 Conduct county-wide needs assessment (survey and focus groups)
	2.3 Compile and analyze data
Phase 3	3.1 Develop a separate fund for settlement dollars (#284)
	3.2 Develop strategic or action plan
	3.3 Develop recommended spending plan including formalized funding processes
Phase 4	4.1 Create dedicated space for publicly-available information on planning and spending
	4.2 Develop evaluation plan
	4.3 Monitor investments

Timeline

See Timeline Sheet

Activity	Start Date (Estimated and Actual)	End Date (Estimated and Actual)
Activity 1.1		
Activity 1.2		

Activity 1.3		
Activity 2.1		
Activity 2.2		
Activity 2.3		
Activity 3.1		
Activity 3.2		
Activity 3.3		
Activity 4.1		
Activity 4.2		
Activity 4.3		

Roles and Responsibilities

What are the roles associated with the work? What are the responsibilities of each role? Who is assigned to each role?

Name	Role	Responsibilities

Assumptions and Risks

What are the assumptions associated with these efforts? What are the external and internal risks that could derail the work?

Assumptions	External Risks	Internal Risks