

PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

Lead Department:	Admin - Matt Brown - mbrown@ci.st-helens.or.us
City Council Goal / Tactic:	Goal 1 – Create and Maintain an Effective Organization
Project Summary:	Create On/off boarding process for Staff
Estimated Completion:	August 2021

ACTION PLAN

1. Background of Project:

- In past practice there has been a loosely followed on-boarding process for staff members and minimal or no on-boarding process for Commission Members and/or City Councilors. The goal of this project is to identify the needs and process for future incoming staff, commission members and city councilors.

2. Current Status of Project:

- In process of creating a list of all on-boarding activities and on-boarding activities identified by each department that is identified and assigning to specific staff within the department to fulfill and sign-off on items that are listed.

3. Strategic Steps to Accomplish Project:

- Staff is currently meeting between City Recorder (HR), Finance, IT, and Administrator/Department Managers that help oversee Commissions throughout the City.

4. Estimated Cost of Project:

- This project should have no financial impact on the City other than future printing costs

5. Barriers to Complete:

- There are no barriers to complete this project and I anticipate completing this project earlier then estimated.