

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 - John Walsh - jwalsh@ci.st-helens.or.us
City Council Goal / Tactic:	Goal 1 – Create/Maintain an effective Organization
Project Summary:	Update / Review Internal Organizational Chart
Estimated Completion:	November 2020

ACTION PLAN

1. Background of Project:

- City Administration, City Council, Department Managers, and city positions in general can change over time and evolve. Periodically it is necessary to review the internal organizational chart to ensure that the city is operating effectively and efficiently.

2. Current Status of Project:

- Taking information identified from the SWOT analysis will help determine what changes may be suggested from Administration staff regarding the internal organizational chart of the City.
- Council and management team members have identified potential improvements in organizational structure to meet changing needs and the resource available to deliver services efficiently.

3. Strategic Steps to Accomplish Project:

- Approval from the City Council is identified to be done by November 2020.

4. Estimated Cost of Project:

- This project should have no financial impact on the City.

5. Barriers to Complete:

- There are no barriers to complete this project.