

2020LHCB Work Plan Sample

	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
Activities	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Develop and approve 2020 CoC Work Plan				2020 Work Plan Approval					Work Plan review			
Plan for Annual Membership Meeting									Discuss seat(s) vacancies and re-election	Hold Annual Membership Meeting		
Review and Update Governance Charter								Review and Update Governance Charter	Governance Charter updates final recommendation	Vote Governance Charter updates at Leadership Board		
Implement Project Monitoring (PM) evaluation process						Meet w/ HSH to discuss new monitoring process						
Updates on CE implementation							Coordinated Entry -Subcommittee Report					
Implement and evaluate new HMIS System					HMIS Oversight Subcommittee Report: HMIS Work Plan review		HMIS Oversight Subcommittee Report		HMIS Oversight Subcommittee Report		Annual review of Privacy/Security and Data Quality Plan	
Conduct gap analysis				PIT and HIC Presentation (HMIS Team)		Longitudinal System Analysis Presentation (HMIS Team)				Needs Assessment/Data Analysis based on 2018 PIT (HUD CoC)		

