

ASDSO DamToolbox.org Committee Study Group Work Plan Template

1. What's the big idea to research, or the big problem to solve?
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2. How long would it take to fully address the idea or problem, and what would that success look like?
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3. What audience will benefit the most if we do this, and how?
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4. What other audiences will benefit? What other stakeholders will be interested or affected? Should their input be solicited? How?
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5. Does this fit within our committee charter and our expertise? Should outside input or expertise be solicited? From who?
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6. What topic(s) does this project fit into on the DamToolbox.org site?
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7. What meaningful, tangible step toward that success could we accomplish in the next 12 months? What would the deliverable look like and how would it be disseminated?
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8. What roles will be required? Champion? Team members? Project manager? Advisers or mentors? What are the responsibilities of each?
 - Leader/Champion:
 - Organize meetings
 - Draft Outline
 - Overall Final Editorial
 - Contributors:
 - Review outline
 - Draft sections
 - DamToolbox.org topic SMEs:
9. What resources will be required? How will they be obtained?

- Staff time:
- Volunteer: