

San Mateo County Independent Civilian Advisory Commission

Work Plan Template

Goal and Outcome:		Community/Staff Engagement:	5/2025	Community & Stakeholders	
Activities/Action Steps & Level of Effort (high, med, low)	Who is Responsible?	Timeline	Resources/Partners	Outcomes/Indicators of Progress	Status
1. Identify 3 neighborhoods by service calls, complaints, incarceration rates for forums	ICAC staff	8/2025	Community groups, including Fixin' SMC printout & CSM Community Info. Handbook 2025	Areas identified and potential meeting venues identified	
2. Develop 3 open-ended questions plus Exit Survey	Commission & ICAC staff	8/2025	Commissioners, ICAC staff & community input	Questions completed & Exit Survey completed	
3. Schedule meetings, publicize, work with neighborhood organizations. Have translators available.	ICAC staff	9- 12/2025	Community groups, City Councils, ICAC staff, Translators	3 meetings with minimum of 25 citizens each. Result - list of concerns & suggestions that the Comm. may consider for further study & possible recommendations on specific practices & policies	

4. Hear from Sheriff's Office representatives. Invite Union reps to speak at a meeting	ICAC staff	9/2025	SM Labor Council, Deputy Sheriff's Assoc., etc.	Presentation to Commission which may trigger more research on specifics and possible recommendations	
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SMART Goals Template (Source: Smartsheet)

Crafting SMART goals helps you identify the aspects of your project that are realistic and achievable; this exercise also helps you set a deadline. When writing SMART goals, use concise language and include only relevant information. This worksheet is designed to help you succeed, so be positive when answering the questions.

INITIAL GOAL	Write the goal that you have in mind.
SPECIFIC S	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
MEASURABLE M	How can you measure progress and know if you've met your goal?
ACHIEVABLE A	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for achieving this goal? Is the amount of effort required on par with what the goal will achieve?
RELEVANT R	Why am I setting this goal now? Is it aligned with our overall objectives?

TIME-BOUND

T

What's the deadline and is it realistic?

SMART
GOAL

Review your answers above and craft a new goal statement based on them.