



PAC Consortium Task Force Work Plan Template

Instructions: Record the name of the Task Force and the due date for the work to be accomplished (within 12 months) in the space provided. List the Task Force Objectives that are to be achieved (as listed in the Task Force Proposal Form). List the specific activities that are designed to achieve the objectives in the Activity column; insert the Responsible Person(s) for each activity and its Anticipated Completion Date. The date of when the activities have been completed can be entered in the Completion Date column. In the Comment column, enter pertinent information that can contribute to the achievement of the objective; note potential barriers to the activity; describe actions planned to address these challenge(s); and include any other notable information. The completed Task Force Work Plan should be submitted to the PAC Consortium Steering Committee, care of Lindsay Litwin, at info@pac-consortium.org. This Work Plan should be used by all Task Force members to track progress of their proposed objectives. The Steering Committee Liaison will review the Work Plan on a quarterly basis.

Task Force Name: Essential Supplies Task Force

Objective	Activity	Person(s) Responsible	Anticipated Completion Date	Completion Date	Comments
Strengthen/increase membership	Review current membership and make plans for continued engagement/expansion				
	Review attendee lists for other groups and identify member overlap and potential new members				Note: reach out to other organizations such as WomanCare Global
Expand Consortium's fluency with supplies issues	Develop talking points on PAC and related supplies.				Deliverable – consultative documentation of supplies issues relevant to PAC programs
Enhance access to supplies information	Utilize consortium listserv dedicated to supplies and				Deliverable – Supplies listserv



and resources such as relevant news items, guidelines, articles, tools.	hosted on the Consortium website				
Increase awareness of PAC supplies issues among Consortium members	Co-host presentation/discussion via webex				Deliverable – Sharing of PAC supplies related success stories (including tools, strategies, approaches).