

Task Force Form

Date: _____

Description of Task: _____

What is the Purpose: _____

Who will benefit from this? _____

Members of the Task Force and their Roles:

Leader-calls meetings, keeps group on task. _____

Secretary-keeps notes and correspondence. _____

Implementers-those who will gather information and or do the task. _____

Timeline:

Start date: _____

Projected Completion date: _____

How many meetings? _____

Cost and Resources Needed? _____

Accountability:

To whom will task force report to for communication and approval?

How often will these reports occur? _____

How will this task be implemented? _____

Outcomes: (after completion)

Was the project effective? _____

Could there have been any changes to the process? _____

Did task force stick to budget and timeline? _____

Any further feedback? _____