



**WESTMORELAND PARISH DEVELOPMENT COMMITTEE
OPERATIONAL PLAN 2014**

OBJECTIVES	PERFORMANCE INDICATORS	MEANS OF VERIFICATION	RESPONSIBILITY
1. WPDC reconfigured to support National Development goals	1.1 Informed public of new executive and communicated vision through press release by May 31, 2014	Press kit	PRO
	1.2 Elected officers profile and operational plan posted on WPDC website by May 31, 2014	WPDC website	Secretary & PRO
	1.3 Operational plans requested from all relevant agencies of the parish by June 30, 2014	Letter of request	Secretary
	1.4 Contribute to the development of the Local Sustainable Development Plan of the parish by attending and participating in at least 90% of meetings and or/engagements held up to December 31/2014	Minutes of meetings	Chairman

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	1.5 Three year strategic plan for WPDC developed by December 31, 2014	Three Year Strategic Plan	Executive
	1.6 Critical sub-committees identified and at least 75% of them operational by December 31, 2014	Operational sub-committees Minutes of Meetings	Executive to identify committees First Vice Chairman: Monitor operations of sub-committees
2. Operational efficiency and effectiveness maintained	2.1 Operational plan developed and submitted to NAPDEC and other key stakeholders by May 31, 2014	Operational Plan	Executive: Chairman
	2.2 Annual budget developed and submitted to NAPDEC and other key stakeholders by April 30, 2014	Annual Budget	Executive: Chairman & Treasurer
	2.3 Monthly reports submitted to NAPDEC by mid-month of the following month commencing March 2014 up to December 31, 2014	Monthly reports	Executive: Chairman
	2.4 Minutes of meetings completed and circulated at least one week prior to succeeding meeting commencing March 2014 up to December 31, 2014	Minutes of meetings	Secretary
	2.5 Submit required documents to relevant authorities for the registration of WPDC by May 31, 2014	Registration Documents	Secretary
	2.6 Financial plan for sustained operations developed and implemented by June 30, 2014	Financial Plan	Treasurer

OBJECTIVES	PERFORMANCE INDICATORS	MEANS OF VERIFICATION	RESPONSIBILITY
3. Stakeholders awareness and acceptance expanded	3.1 Brand Westmoreland marketed through staging of annual parish show by 31/12/14	Parish show Implementation Plan	Executive: Chairman
	3.2 Major parish activities posted on WPDC website and other electronic media from 01/03/14 to 31/12/14	Postings/press releases	PRO
	3.3 Communication plan developed and implemented by July 31, 2014	Communication Plan	Secretary & PRO
	3.4 At least one major stakeholders' meeting conducted quarterly up to 31/12/14	Attendance register	Executive: Chairman
	3.5 Representation of Development area Committees improved from two to at least 4 out of 5 by December 31, 2014	Attendance register	2 nd Vice Chairman