

# STORM Work Plan 2017

4/5/2017

Task	Responsible persons	Actions/ Expectations	Deliverables/ Desired Outcome	Timeline	Strategic Plan Reference
<b>STORM Meetings, Logistics</b>					
STORM Quarterly Meetings	STORM Coordinator	<ul style="list-style-type: none"> <li>•Schedule and find locations for quarterly meetings</li> <li>•Designate note takers for each meeting</li> <li>•Obtain feedback, designate speakers for each topic</li> <li>•provide research and evaluation as available</li> </ul>	<ul style="list-style-type: none"> <li>•Dates and locations posted in advance</li> <li>•List of note takers for each meeting</li> <li>•List of topics and speakers</li> <li>•Agendas with speakers</li> <li>•STORM introduction, new member greeting, and sharing on each agenda</li> <li>•High membership participation</li> </ul>	Meetings scheduled: 2/16/17- Edmonds (City Hall) 5/18/17-Tacoma (Center for Urban Waters) 9/7/17- Seattle (King Street Center) 11/2/17- Woodinville (Brightwater)	Goal 1; 1-4  <a href="http://pugetsoundstorm.weebly.com/storms-strategic-plan.html">http://pugetsoundstorm.weebly.com/storms-strategic-plan.html</a>
		Complete agendas two weeks in advance and send to membership	Agendas for quarterly meetings	2 weeks prior to each quarterly	
		Provide training opportunities, sharing opportunities, and discuss permit requirements and STORM business as necessary	Report of Training	As needed	
STORM Symposium	STORM Coordinator & Work group	Coordinate when, where, themes, break-out sessions, etc.	Well attended symposium by STORM members	Form work group in June, meet July and Aug	Goal 5; 1-3
		Coordinate with partners for topics and speakers and to encourage attendance	Summary of event for annual report	Symposium on 11/2 @ Brightwater	
	STORM membership	Evaluate and make recommendations	Report to work group with recommendations on survey		
STORM Website	Mary, STORM Coordinator	Identify needs	A functioning website for the use of STORM membership	<ul style="list-style-type: none"> <li>•Completed documentation of website needs - Feb 2017</li> <li>•Maintenance &amp; refinement - ongoing</li> </ul>	Goal 4
		Create, provide, and post STORM functioning documents	Links to basic STORM documents and materials	Update as needed	

# STORM Work Plan 2017

Task	Responsible persons	Actions/ Expectations	Deliverables/ Desired Outcome	Timeline	Strategic Plan Reference
		Coordinator meeting to determine roles and responsibilities and integrating Repository tool	<ul style="list-style-type: none"> <li>•Document with roles and responsibilities</li> <li>•Communicate w/ STORM and coordinators</li> <li>•Provide training and documentation for maintenance</li> </ul>	Feb 2017 to begin	
STORM Communication with Coordinator groups	Steering committee and STORM membership	<ul style="list-style-type: none"> <li>•Send work plan to all Coordinator group leads</li> <li>•Establish meeting updates with permit coordinator group</li> <li>•Send topics and information to each lead for dissemination during regular meetings</li> </ul>	<ul style="list-style-type: none"> <li>•Coordinators and STORM membership bring E&amp;O related issues and questions to STORM</li> <li>•STORM regularly provides information to leads for dissemination and consideration</li> <li>•better relationship with two-way communication is established</li> </ul>	On-going	Goal 7; 1-1
STORM Partnerships	Steering committee	Meet with grant administrators to establish communication, increase coordination, and look for ways to fund PSSH	<ul style="list-style-type: none"> <li>•Meeting action items, building communication, promoting our existence</li> <li>•Presentations at conferences, to State agencies, foundations, and when appropriate, lobbyists</li> </ul>	Ongoing, as opportunities arise	Goal 2 and Goal 3; 3-2
STORM Strategic Plan	Work Group	<ul style="list-style-type: none"> <li>•Review strategic plan and update as needed</li> <li>•Provide to membership in meeting and electronically for comments and revisions; report to membership on changes</li> <li>•Set up meeting to discuss changes</li> </ul>	<ul style="list-style-type: none"> <li>•Draft document</li> <li>•Final draft to membership; post to website (STORM coordinator)</li> </ul>	As time allows	

**STORM GRANTS**

# STORM Work Plan 2017

4/5/2017

Task	Responsible persons	Actions/ Expectations	Deliverables/ Desired Outcome	Timeline	Strategic Plan Reference
GROSS Grant: Electronic Library - Reservoir	Work Group	<ul style="list-style-type: none"> <li>•Finalize ECY contract</li> <li>•Form work group</li> <li>•Create process and communicate with core</li> <li>•Create functional repository</li> <li>•Work with members, state agencies, and others to determine future funding and sponsorship opportunities</li> </ul>	An online tool to store and share outreach related materials with shared website access	Complete website tool 2017 <ul style="list-style-type: none"> <li>•1st QTR - Protoype test and comment</li> <li>•2nd QTR- Refine, add materials, test, launch on Weebly site, documentation</li> </ul> (Note: 2017 Deadlines- <ul style="list-style-type: none"> <li>•Mar 31 Reporting</li> <li>•May 1, Billing</li> <li>•June 30, Final closeout)</li> </ul>	Goal 5; 1-2
GROSS Grant: STORM Coordinator	Mary	<ul style="list-style-type: none"> <li>•Complete hiring process</li> <li>•Complete work plan</li> <li>•Integrate Coordinator with STORM steering committee; regional team</li> </ul>	<ul style="list-style-type: none"> <li>•Work plan</li> <li>•Quarterly reports to Ecology/STORM</li> </ul>	3/31/17 - final reporting 5/1/17- Billing 6/30/17- Final closeout	Goal 1; 1-4
Gross Grant: Don't Drip and Drive Phase III	DDD Steering committee, Mary grant manager	Manage grant fulfillment with task partners	Quarterly reporting Steering Committee	2017 Grant Deadlines: Mar 31, Reporting May 1, Billing June 30, Final closeout	Goal 3; all
		Task 6 Latino outreach	<ul style="list-style-type: none"> <li>•Translate and review Spanish verison of website content</li> <li>•Communicaitons/media plan</li> <li>•Surveys, evaluation</li> </ul>		
		Evaluate project	Evaluation and final report		
GROSS Grant: Drain Rangers	Project Partners	<ul style="list-style-type: none"> <li>•Develop strategies, work with contractors to complete deliverables</li> <li>•Revisions and additions to curriculum</li> <li>•Begin teacher trainings</li> <li>•Create deliverables</li> </ul>	<ul style="list-style-type: none"> <li>•Project administration</li> <li>•outreach tools and products, trainings, curriculum, piloting</li> </ul>	Planning: February Launch: March 2016- June 2017 Grant Complete: July 2017	Goal 3; all

# STORM Work Plan 2017

4/5/2017

Task	Responsible persons	Actions/ Expectations	Deliverables/ Desired Outcome	Timeline	Strategic Plan Reference
		Evaluate effectiveness	<ul style="list-style-type: none"> <li>•Front-end, formative, and summative evaluation</li> <li>•Evaluation report with findings and any recommendations</li> </ul>		
		Develop materials that can be easily accessed by anyone looking to use them	<ul style="list-style-type: none"> <li>•Accessible materials posted on PSSH website (?)</li> </ul>		
	Advisory Committee	Form advisory committee	Advisory committee comprised of STORM, formal and informal educators & EcoNet members		
		Participate in meetings as necessary in person or via conference call	Meetings scheduled by project partners, as needed		
		Provide input on curriculum, training and piloting strategies, and creative products for use with curriculum	Notes from meetings, feedback incorporated into curriculum and creative products		
	Formal and Informal Educators	Attend training sessions	Training session attendance sheets, list of schools adopting curriculum		
	STORM members	Participate; disseminate materials	Present to STORM at 9/2017 Qtr Mtg		
	<b>STORM PROJECTS</b>				

# STORM Work Plan 2017

4/5/2017

Task	Responsible persons	Actions/ Expectations	Deliverables/ Desired Outcome	Timeline	Strategic Plan Reference
LID/plain language work group	Betsy	<ul style="list-style-type: none"> <li>•Conduct focus groups re LID terms &amp; messaging</li> <li>•Refine LID terms &amp; messaging</li> </ul>	<ul style="list-style-type: none"> <li>•Collection of plain-language terminology and messaging</li> <li>•Glossary of terminology &amp; messaging guidance</li> <li>•Sample outreach pieces</li> <li>•Staff training on use of messaging &amp; materials</li> </ul>	<ul style="list-style-type: none"> <li>•Finish situational analysis - Jan 2017</li> <li>•Focus groups - March 2017</li> <li>•</li> </ul>	
Puget Sound Starts Here		<ul style="list-style-type: none"> <li>•Move PSSH toolkit out of Box site, into Resource Reservoir</li> <li>•PSSH month brand promotion - May</li> </ul>	<ul style="list-style-type: none"> <li>•Accessible PSSH promotional content</li> <li>Bulk buy- PSSH items</li> <li>•Media and Mariner's Game May 21?</li> </ul>	<ul style="list-style-type: none"> <li>•Move PSSH toolkit - March 2017</li> <li>•Mariner's Game -?</li> </ul>	
Vetted Facts	STORM Coordinator & steering committee	<ul style="list-style-type: none"> <li>•Review previous vetted facts from 2010 and update as necessary (based on BMP selection process)</li> <li>•Look for additional facts or research to include in existing fact document</li> <li>•Review facts through vetting process</li> </ul>	<ul style="list-style-type: none"> <li>•List of vetted facts</li> </ul>	2nd quarter 2016	
2018 NPDES permit	Work Group	Collect comments and recommendations from STORM membership regarding E&O portion of 2018 NPDES permit	Comments & recommendations with supporting justification	Ongoing through 2017& 2018	
Evaluation/ Behavior Research	Work Group & contractor	<ul style="list-style-type: none"> <li>•Edit document prepared by contractor, send back for rewrites, as needed</li> <li>•Share final report with membership</li> </ul>	<ul style="list-style-type: none"> <li>•Scope</li> <li>•Draft report</li> <li>•Final report to membership when available</li> </ul>	1st QTR 2017 - edit draft document 2nd QTR 2017 - final report	
Natural Yard Care	Work group and King County	<ul style="list-style-type: none"> <li>•Website needs assessment</li> <li>•Speaker training</li> <li>•Bulk purchasing</li> </ul>	<ul style="list-style-type: none"> <li>•Annual planning meeting</li> <li>•Updated Website</li> </ul>	<ul style="list-style-type: none"> <li>•1st QTR - meeting, website feedback</li> <li>•2nd-3rd QTR - website updates</li> <li>•2nd QTR - web documents to resevoir</li> </ul>	