YYYY BP METRIC XX: SUBJECT

Draft for Cal TF review and affirmation

*[Introduce the relevant or proposed business plan activity and proposed/required reviewers]*

# Problem Statement

*[Briefly describe the problem or challenge; what is this activity intended to achieve, improve, or resolve? Include quantifiable baseline information where appropriate.]*

# Goals, Metrics, and Objectives

*[Specify the goals, metrics, and objectives. Clarify the measures of success, including quantifiable metrics where appropriate.]*

## Stakeholder Benefits

*[Describe how this activity and/or its outcomes will achieve the benefits described in the business plan; include any additional anticipated stakeholder benefits]*

# Scope

*[Describe how Cal TF will operate to meet the goals, metrics, and objective (e.g., using an existing or new subcommittee, method(s) for stakeholder input/engagement; data collection and analysis, etc.)]*

## Deliverables

*[list of key deliverables]*

## Potential Obstacles and Preliminary Solutions

*[Describe potential challenges or obstacles (e.g., key stakeholder engagement/participation; required approvals) to completing the work and mitigation strategies/solutions]*

# Schedule

*[Outline the schedule of major milestones and anticipated completion timeframe. For workplans that require a stage-gate process, list the key decision points and required decision makers. Describe any scheduling requirements related to other Business Plan activities or other relevant industry activities or events.]*

# Stakeholders and Team Members

*[List the key stakeholders and team members engaged in this activity, and describe the level of effort expected from Cal TF membership]*

# Budget

*[Indicate whether activity budget is within the approved Cal TF budget. If additional funds are required, indicate the additional budget required to conduct the activity.]*

# Affirmation

*[Describe the affirmation requirements and, when affirmed, list the date of affirmation.]*