

**Cooperative Invasive Species Management Area (CISMA)  
Annual Work Plan - Guidance Document**

1. Look at Strategic Plan.
  - ✓ What strategies were planned for the year? What didn't get done last year – do we still want to do it? A work plan should be taken from the strategic plan. This makes a CISMA revisit their strategic plan annually and reinforces membership buy-in of the plan.
2. Decide what is doable for the year.
  - ✓ Every year when drafting the work plan, the CISMA should ask itself “what is feasible” given who is participating and what resources/funding is available. Even if it is in the strategic plan for the year, it might have to wait.
3. Decide what recurring strategies/actions should be in work plan.
  - ✓ For example, the CISMA meetings should be in the work plan, ideally the exact date and location, but at minimum the month/quarter the meeting will be held and general location.
4. Take strategies and refine them into concrete action items.
  - ✓ A work plan should take the broad goal/strategy that is noted for the year in the strategic plan and make it specific – e.g. Assign to committee, outline steps to accomplish/get action done, give it a date/timeline/deadline. Here is an example:

Strategy from Goal 4: **Starting in 2011, coordinate a cooperative workday focusing on priority control species.** In the annual work plan – the strategy becomes specific. The group will pick a date for a workday, they will pick a location, assign a lead, identify the focus species or multiple focus species and they will identify outreach needed.

- 1) Example Action item: March 5, 2011. Hold a CISMA cooperative workday on Brevard county property XX (adjacent to Patrick AFB) to control Brazilian pepper. Lead – East Central Florida CISMA Volunteer workday subcommittee Chair.
- 2) Example Action item: September 13, 2011. Hold a CISMA cooperative workday on Arbuckle State Forest property to re-treat tropical soda apple infestation (previously treated during 2010 workday). Lead – Heartland CISMA member.
- 3) Example Action item: First quarter (January thru March, 2011). Hold a CISMA workday in Walton County to survey, identify and treat infestation of all FLEPPC category 1 species on private land or non-conservation public land adjacent to Eglin AFB. Lead – Six Rivers CISMA member.

5. Make the last action of the year to create the next year's annual work plan. This may involve moving forward activities that did not get done during the previous year.