



## Provincial Committees Planning Checklist

- Current terms of reference - validated/revised every 3 years
  - includes review of membership to ensure appropriate representation and succession planning

Current work plan aligned to [BCR strategic plan](#) (includes operational activities and projects for the current fiscal year)

- All ongoing projects have:
  - Clear goals and deliverables
  - measures of success and an evaluation plan
  - a timeline with milestones
  - confirmed funding of direct and indirect costs
  - identified support required from BCR (Admin, PROMIS/IMIT, Statistics and Methodology, Communications, Finance etc)
  - identified opportunities for QI and research outputs
- Proposed new projects
  - Committees are asked to submit [project proposal](#) to BCR for approval prior to adding to their committee workplans