

# LBO Work Plan

(June-December 2019)

ID	Task Name	Start	Finish	Duration	Who	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
1	Post, Interview and Hire Additional Staff	17-Jun-2019	18-Jul-2019	4.5w	LBO Director	[Redacted]						
2	Conduct Focus Groups on Uniform Standards and Procedures	12-Jun-2019	30-Jul-2019	7w	All LBO Staff	[Redacted]						
3	Meet individually w/LBOOC Members and Other Legislators on Standards	15-Jul-2019	3-Aug-2019	2.86w	LBO Director		[Redacted]					
4	Develop 1st Draft of Uniform Standards and Procedures	22-Jul-2019	29-Jul-2019	1.14w	All LBO staff		[Redacted]					
5	Finalize Uniform Standards and Procedures	12-Aug-2019	26-Aug-2019	2.14w	All LBO Staff			[Redacted]				
6	Publish Uniform Standards and Assume Responsibility for Fiscal Note Oversight	1-Sep-2019	1-Sep-2019	.14 w	All LBO Staff				[Redacted]			
7	Participate in Professional Development and Training Sessions	17-Jul-2019	12-Oct-2019	12.57w	All LBO Staff		[Redacted]					
8	Complete 2019 Fiscal Note Case Studies and (potential) Research Projects	20-Jun-2019	31-Dec-2019	27.86w	LBO Analysts & Coordinator	[Redacted]						
9	Develop Relationships (meet with fiscal analysts, agency fiscal note coordinators, research staff, committee administrators and other states)	10-Jun-2019	27-Oct-2019	20w	LBO Analysts & Coordinator	[Redacted]						
10	Meet with Local Units of Government on Local Impact Notes	1-Oct-2019	23-Oct-2019	3.29w	LBO Director & Coordinator					[Redacted]		
11	Individually Meet with Agency CFOs	2-Sep-2019	15-Oct-2019	6.29w	LBO Director & Analysts				[Redacted]			
12	Meet with Committee Chairs and Minority Leads	16-Sep-2019	19-Nov-2019	9.29w	LBO Director & Analysts				[Redacted]			
13	Complete 2019 Incomplete Fiscal Notes and Local Impact Notes	2-Sep-2019	20-Nov-2019	11.43w	LBO Analysts & Coordinator				[Redacted]			
14	Provide Training on Uniform Standards and Procedures	1-Oct-2019	28-Nov-2019	8.43w	LBO Director					[Redacted]		
15	Work with MMB on Phase I Changes to FNTS	4-Jun-2019	6-Aug-2019	9.14w	LBO Analysts & Coordinator	[Redacted]						
16	Work with MMB on Phase II Changes to FNTS	2-Sep-2019	15-Oct-2019	6.29w	LBO Analysts & Coordinator				[Redacted]			
17	Provide FNTS Training to End Users	1-Nov-2019	6-Dec-2019	5.14w	LBO Coordinator						[Redacted]	

LBOOC Meeting

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