## Suggested Roles and Responsibilities of Planning Team Members (Reference)

The roles and responsibilities of those involved in developing the SDP will vary with the tasks assigned to each. As the State Director, you ultimately bear responsibility for the SDP and will plan the process and the work of the team and other stakeholders to get the input and expertise needed to develop a quality plan. Some team members will need to play a consistent role throughout the entire planning process while others may be called upon to assist with a particular portion of the plan, bringing unique expertise to the task at hand.

Table D.1 describes suggested roles of the State Director and SDP Planning Team in developing the SDP.

Table D.1 Roles and Responsibilities of SDP Planning Team Members

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| Title | Role and Responsibilities |
| State MEP Director, Management Team | * Organize the SDP planning process (or oversee someone who will undertake these tasks).
* Establish the planning team.
* Manage coordination of the partners and working groups engaged in the planning process.
* Plan meetings and provide notes on recommendations.
* Maintain good communication across stakeholders.
* Provide information from CNA, MEP evaluation, and the structure and operation of the MEP to SDP Planning Team members.
* Ensure that the team is motivated and functional.
* Establish deadlines and ensure that they are met.
* Write the plan (or oversee the writing of the plan).
* Plan for periodic review of implementation and update as needed.
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| SDP Team Members or Other Stakeholders | * Become familiar with the CNA, MEP program evaluation, and all other background information provided for planning the SDP.
* Provide expertise and experience that informs the planning process.
* Participate in group discussions and activities.
* Undertake specific tasks for the development of the SDP.
* Review drafts.
* Participate in periodic review of SDP implementation and provide input on updates.
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| Work Groups | * Undertake specific tasks for the development of the SDP.
* Bring specific expertise to a portion of the SDP planning process.
* Be willing to meet at times other than in full SDP Planning Team meetings.
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