

Work Plan for TIF Employees

Employee Name Carmen Trevino
 Department Performance Management & Accountability
 Position/Title Admin Asst.
 Percent Funded TIF 50%
 Week #1 Starting 6/2/2008
 Week #2 Starting 6/9/2008
 Week #3 Starting 6/16/2008

Work Plan Activity Descriptions	Week #1 / Week #2	Amount of Time on Task (in hrs)
Answer phone calls	Week 1	10
Enter Requisitions	Week 1	2
Order food for TIF Meetings	Week 1	1
Assist with TIF staff duties	Week 1	4
Payroll	Week 1	3
Vacation	Week 2	20
Answer phone calls	Week 3	8
Payroll	Week 3	2
TMO Retreat	Week 3	10
Total		60