

Work Plan for TIF Employees

Employee Name	Monica Herrera
Department	Performance Management & Accountability
Position/Title	Specialist
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)
Work with Charlene Creagg with Grants for drawdown.	Week 1	3
Continue to locate Adobe Photoshop. Elkins sent me key code.	Week 1	3
Locate \$500K incentive pay for principals.	Week 1	8
Work on General/Federal Budget by working on spreadsheet, filing and organizing.	Week 1	6
Locate \$500K incentive pay for principals.	Week 2	9
Work on General/Federal Budget by working on spreadsheet, filing and organizing.	Week 2	10
Received Adobe Photoshop	Week 2	1
Work with Charlene Creagg/Grants and Pam Brown/Budget to transfer 6118 funds 6115	Week 3	10
TMO Division Retreat	Week 3	10
Total		60