Simplified SAPCO Implementation Flow Chart

**COLLECT**
TARGET DATA (PREVIOUS FY)

- Task Forces: Collect and report target data for previous fiscal year
- OSC: Compile Annual Report
- Steering Committee & Directors: Review of Annual Report
- OSC: Production and distribution of Annual Report

**SELECT**
STRATEGIES (UPCOMING FY)

- Directors & Task Forces: Report ongoing department efforts
- OSC: Score and rank strategies
- OSC & DCAs: Present and review ranked strategies
- DCAs & Directors: Select strategies and develop work plans

**IMPLEMENT**
STRATEGIES (YEAR ROUND)

- Directors & Task Forces: Implement strategies

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*Modified Fall 2020 Schedule*
**SAPCO Implementation Flow Chart**

**STEP 1:** OSC Score & Ranks SAPCO implementation strategies
- July

**STEP 2:** OSC Presents & Reviews scored and ranked strategies
- August

**STEP 3:** Deputies Select implementation strategies with Directors
- September

**STEP 4:** Directors Develop strategy work plans
- October

**STEP 5:** OSC Compiles & Distributes all work plans by chapter
- November

**STEP 6:** Directors Assign strategies to Task Forces
- December

**STEP 7:** Task Forces Execute strategies
- January

**STEP 8:** Task Forces Collect & Report key performance indicator data for Annual Report
- February

**STEP 9:** OSC Compiles Annual Report
- March

**STEP 10:** OSC Presents preview of Annual Report
- April

**STEP 11:** OSC Produces & Distributes Annual Report
- May

**YEAR ROUND:**
- OSC Employee engagement & training
- Green Stewards Strengthen engagement & shift norms

**Deputy County Administrators (DCA)**
- Directs work closely with DCAs to finalize work
- Bi-annual (July and January) progress reports are completed by Task Force Team Leads
- See IG Appendix D for work plan description and template
- OSC uses results to identify strategies that need to be addressed in Step 1

**Directors**
- Develop strategy work plans
- Establish value in Triple Bottom Line (TBL) assessments
- See IP Appendix F for decision matrix used to score and rank strategies
- DCAs provide resources to ensure successful implementation of selected strategies
- Sustainability Division presents implementation priorities to DCAs
- See IG Appendix F for decision matrix
- Annual (July and January) progress reports are completed by Task Force Team Leads
- See IG Appendix D for work plan description and template

**Task Forces**
- Collect & Report key performance indicator data for Annual Report
- Final Annual Report must be completed by December 31st

**OSC**
- Compiles recommendations for Step 1
- Produces & Distributes Annual Report

**Reference Documents:**
- SAPCO: Sustainable Action Plan for County Operations
- IP: SAPCO Implementation Plan
- RCM: SAPCO Report Card Methodology
- EE: Employee Engagement Plan

**SAPCO Implementation Teams**
- Deputy County Administrators (DCA)
- Directors
- Green Stewards

Pima County Sustainability & Conservation