



IDAHO DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

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DOPL Team Member Policy and Procedural Development and Concerns Worksheet

This worksheet is to be used by DOPL team members to suggest changes to existing policy and procedures or ideas to create or absolve existing policies and procedures. Once you have provided the necessary information submit it to your immediate supervisor.

Situation: (What is the issue and what concerns is it creating)

Mission: (What will it look like when the issue is solved)

Execution: (How are we going to do things different? What is the new policy/procedure that you would like to see implemented?)

Administration and Logistics: (Who will be responsible for implementing these changes? Identify specific tasks that need to be accomplished. Assign individuals to complete tasks identified. Set specific dates to complete tasks. Set follow up meetings if necessary.)

Supervision: (Identify who will be responsible for the supervision of identified tasks)