

## The Integrated Planning Team Charter

The Integrated Planning Team (IPT) will provide leadership and oversight to the development and implementation of an integrated service delivery model. This model will be developed in a learning laboratory environment in conjunction with eleven other LWIAs in California. To accomplish this, the organization will use the principles and practices of continuous quality improvement. The IPT will oversee and support the integration assignments of current CQI teams and Integration specific workgroups. The IPT will ensure that the learning lab model adheres to the State Integrated Service Delivery policy and the broad parameters established by the Statewide Planning Group.

### Specific Team Functions:

- Develop the Learning Lab Implementation Plans and Timelines
- Determine Integration Assignments of Current CQI Teams and Integration Specific Workgroups. Charter and populate new teams.
- Identify IPT liaisons for each team to assist with guiding and keeping teams on task.
- Establish communication strategy to ensure all staff is informed of progress and changes.
- Develop the Memorandum of Operations
- Identify Functional Team members and Team Leaders
- Develop success measures for our Learning Lab experience that incorporate our critical measures.
- Ensure policies, procedures, training and other measures are developed or realigned for successful implementation of the Memorandum of Operations and functional supervision

### Member Responsibilities

- Commits to the use of CQI principles and practices in the work of the team and in the operation of the Integrated Service Delivery model
- Commit to reading and understanding the parameters and workgroups products from the Statewide planning group
- Encourage the involvement of their staff in the Integration teams and workgroups and in training that supports the development of an integrated service delivery system
- Ensure the timeline in the action plans are being followed
- Launch projects (thru workgroups and teams) that will produce an integrated system with the full participation of interested staff in accordance with the CQI processes