APPENDIX J – WORK PLAN

The Work Plan provides the steps and tasks required to actualize the project. It specifies who will plan, implement and manage the project; when and in what sequence the activities will occur; and, which personnel and what resources will be needed to carry out the project.

The Work Plan also establishes tasks or project deliverables with target completion dates. If the Project is funded, the Work Plan will be used to develop the Project Scope and Timeline of the Grant Agreement.

The Work Plan reinforces the project narrative and aligns with the cost estimate to establish:

* Goals and objectives of the project
* How the project will be implemented including, strategies, timeline, committed resources, and partner support
* Assessments previously conducted or to be completed as part of the work plan
* Project deliverables and when the State can expect them
* Expected outcomes and how success of project will be measured (data evaluation and measurement)

Use the Work Plan Chart on the following page, or any other work plan format that suits your program, to identify specific goals, objectives, activities/tasks, responsible parties, expected outcomes, how the project will be evaluated and timeline for the project that will be funded by this grant. **Work plan should be concise and provide an overall idea of what critical tasks are necessary to execute the project.** Form can be manipulated as appropriate.

Take cash flow and the ability to await reimbursement into consideration when planning the schedule.

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**SAMPLE WORK PLAN**

**GOAL: Provide inclusive educational opportunities that address the needs of economically disadvantaged youth.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OBJECTIVE(S)** | **KEY ACTION ITEMS/TASKS** | **EXPECTED OUTCOME(S)** | **DATA EVALUATION AND MEASUREMENT** | **ENTITY/PERSON RESPONSIBLE** | **TIMELINE** |
| Provide 6 one-week summer camps for grade 2-5 students | 1. Establish Scholarship Committee
2. Establish Scholarship Fund
3. Hire additional staff
4. Develop curriculum
5. Advertise and promote camp opportunity in marketing materials
6. Open online enrollment
7. Evaluate applicants and award scholarships
8. Conduct one-week camp six times
 | Participants gain knowledge in STEAM. | Number of applications; attendance records; self-reported knowledge gained as evident in camp exercises; staff feedback on student engagement and increased understanding and interest | 1. Museum staff
2. Museum

Fundraising Team1. Program Manager
2. Education Programs Staff
3. Program Manager and Marketing Manager
4. Program Manager and Information Technology Team
5. Scholarship Committee
6. Education

Programs Staff | 1. Aug 2019-Oct 20192. Aug 2019-ongoing 3. Nov 2019-Jan 2020 4. Mar 2020-Feb 2021 5. Sep 2020-Feb 2021 6. Feb 2021-Mar 2021 7.Apr 2021-May 2021 8. July 2021-Aug 2021 |
|  |  |  |  |  |  |

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