

Attachment E: Suggested Template Work Plan

Applicants must provide a workplan to describe how their project will be implemented within the grant period of performance. The work plan must clearly describe program goals and related activities, responsible organization, key milestones, a description of the final deliverables, the timeframe for conducting the activities and expected completion date, which are defined below:

- **Project Goals:** The overarching goals the project will achieve.
- **Related Goal Activities:** The major activities to achieve the project goals.
- **Responsible Project Staff or Partner:** The grantee's project team, or partnering organizations, that will lead the implementation of key activities and completion of the specific deliverables.
- **Milestones:** The key markers of grant progress. These are typically expressed in the form of an action or event marking a significant change or stage in development.
- **Final / Mid-Grant Deliverables and Outcomes:** All outcomes and deliverables of the project. If this is a direct service project, then it should include the number of participants to be served.
- **Timeframe:** This is the estimated period to implement each activity, expressed as Year 1, Year 2, or Year 3, depending on the proposed duration of the period of performance. Since this may vary depending on the period of performance start date, do not include specific dates.
- **Expected Completion Date:** This is the estimated target completion date for each activity, expressed as Year 1, Year 2, or Year 3. Since this may vary depending on grant start date, do not include specific dates.

Applicants may use the suggested work plan template below, or a document of similar structure reflecting all sections of the workplan and should be replicated for each project goal.

Goal 1	Goal Activities	Responsible Project Staff or Partner	Milestones	Final (or Mid) Deliverables and Outcomes	Timeframe	Expected Completion Date
	Activity 1		Milestone 1		Year 1	Year 3
	Activity 2		Milestone 2		Year 1	Year 3
	Activity 3		Milestone 3		Year 1	Year 3

Goal 2	Goal Activities	Responsible Project Staff or Partner	Milestones	Final (or Mid-Grant) Deliverables and Outcomes	Timeframe	Expected Completion Date
	Activity 1		Milestone 1		Year 2	Year 3
	Activity 2		Milestone 2		Year 2	Year 3
	Activity 3		Milestone 3		Year 2	Year 3