**INSTRUCTIONS**

A work plan is a detailed outline of every activity necessary for a project to be completed. Please provide a completed work plan that clearly outlines proposed activities, responsible parties, a timeline of the proposed activities, anticipated outputs, and necessary processes associated with achieving the project/initiative’s goals.

**HOW TO USE THIS TEMPLATE**

Please follow the guide below to understand how to use this template and how to construct a work plan. You will start by identifying your overall goal(s) before moving into providing the details on how you plan to achieve the goals.

**Updating the Work Plan** - When submitting progress reports to the Center, you will be asked to provide an updated work plan that illustrates the project/program’s implementation progress. When updating the work plan, provide the following:

* **Status**: Select the current status of the activity from the drop down. If none of the available choices match your desired response, simply type in your own. This section can be left blank in the initial proposal.
* **Comments** – Share additional information on the activity as appropriate.

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| **Project name** | Click or tap here to enter text. | |
| **Workplan drafted on**: Click or tap to enter a date. | | **Workplan updated on**: Click or tap to enter a date. |

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| **Goal 1** | Write or copy/paste your first project goal. | | | | | | | | |
| **Objective** | Write or copy/paste **one** objective related to Goal 1. You can add more objectives by clicking the “Insert new Objective” at the bottom of this table. | | | | | | | | |
| **Key Activity** | **Person/Area Responsible** | **Expected outcome(s)** | | | **Outcome measure(s)** | **Start date** | **End Date** | **Status** | **Comments** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | | Click or tap here to enter text. | Select a date. | Select a date. | Select or type your response | Click or tap here to enter text. |
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|  | | | | **Insert New Activity?** *Click on this cell and then click on the + sign that appears next to it* | | | | | |
|  | | | **Insert New Objective?** *Click on this cell and then click on the + sign that appears next to it* | | | | | | |

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| **Goal 2** | Write or copy/paste your first project goal. | | | | | | | | |
| **Objective** | Write or copy/past **one** objective related to Goal 2. You can add more objectives by clicking the “Insert new Objective” at the bottom of this table. | | | | | | | | |
| **Key Activity** | **Person/Area Responsible** | **Expected outcome(s)** | | | **Outcome measure(s)** | **Start date** | **End Date** | **Status** | **Comments** |
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|  | | | **Insert New Objective?** *Click on this cell and then click on the + sign that appears next to it* | | | | | | |

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| **Goal 3** | Write or copy/paste your first project goal. | | | | | | | | |
| **Objective** | Write or copy/past **one** objective related to Goal 3. You can add more objectives by clicking the “Insert new Objective” at the bottom of this table. | | | | | | | | |
| **Key Activity** | **Person/Area Responsible** | **Expected outcome(s)** | | | **Outcome measure(s)** | **Start date** | **End Date** | **Status** | **Comments** |
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|  | | | **Insert New Objective?** *Click on this cell and then click on the + sign that appears next to it* | | | | | | |

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| **Goal 4** | Write or copy/paste your first project goal. | | | | | | | | |
| **Objective** | Write or copy/past **one** objective related to Goal 4. You can add more objectives by clicking the “Insert new Objective” at the bottom of this table. | | | | | | | | |
| **Key Activity** | **Person/Area Responsible** | **Expected outcome(s)** | | | **Outcome measure(s)** | **Start date** | **End Date** | **Status** | **Comments** |
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| **Goal 5** | Write or copy/paste your first project goal. | | | | | | | | |
| **Objective** | Write or copy/past **one** objective related to Goal 5. You can add more objectives by clicking the “Insert new Objective” at the bottom of this table. | | | | | | | | |
| **Key Activity** | **Person/Area Responsible** | **Expected outcome(s)** | | | **Outcome measure(s)** | **Start date** | **End Date** | **Status** | **Comments** |
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|  | | | | **Insert New Activity?** *Click on this cell and then click on the + sign that appears next to it* | | | | | |
|  | | | **Insert New Objective?** *Click on this cell and then click on the + sign that appears next to it* | | | | | | |