

# Attachment C: Work Plan Template

### Instructions

Please provide a detailed work plan for the project. Projects may begin July 2025 or later. Include planning, implementation, and evaluation time. Copy and paste to add as many goals, objectives, and activities as necessary.

#### Guidance

* **Goal:** Goals are a desired result you want to achieve and is typically broad and long-term.
* **Objective(s)**: Objectives should help reach your Project Goals. Focus on just a few (1-2) objectives per goal and follow the *SMART* approach to develop objectives. *SMART* objectives are:
* **S – Specific:** concrete and well defined so that you know where the work is going and what to expect as it progresses.
* **M – Measurable:** can determine what changed and how much it changed.
* **A – Achievable:** able to be accomplished within the proposed time frame.
* **R – Realistic:** considers constraints such as resources, personnel, cost, and time frame.
* **T – Time-bound:** includes a timeframe for the objective; one-year objectives should reflect what is achievable within the first year, however, they may be part of intermediate or longer-term objectives that must be achievable within the duration of the grant (July 1, 2025- May 31st, 2027).
* **Activity Description:** Specify the activities, steps, or processes to achieve objectives. List only *key activities* that will result in observable, measurable milestones. For application review and selection purposes, applicants do not need to list every activity in detail.

### Work Plan Year 1 (July 1, 2025 – June 30, 2026)

**Goal 1**

Insert Goal 1 here.

Objective 1.1

Insert Objective 1.1 here.

|  |  |  |
| --- | --- | --- |
| **Activity Description** | **Estimated Completion Date** | **Responsible Party** |
| Insert an activity for Goal 1, Objective 1.1 | Insert an estimated complete date for activity here. | Insert responsible party for this activity here. |
| Add as many rows as you need | Insert an estimated complete date for activity here. | Insert responsible party for this activity here. |

**Goal 2**

Insert Goal 2 here.

Objective 2.1

Insert Objective 2.1 here.

|  |  |  |
| --- | --- | --- |
| **Activity Description** | **Estimated Completion Date** | **Responsible Party** |
| Insert an activity for Goal 2, Objective 2.1 | Insert an estimated complete date for activity here. | Insert responsible party for this activity here. |
| Add as many rows as you need | Insert an estimated complete date for activity here. | Insert responsible party for this activity here. |

**Goal 3**

Insert Goal 3 here.

Objective 3.1

Insert Objective 3.1 here.

|  |  |  |
| --- | --- | --- |
| **Activity Description** | **Estimated Completion Date** | **Responsible Party** |
| Insert an activity for Goal 3, Objective 3.1 | Insert an estimated complete date for activity here. | Insert responsible party for this activity here. |
| Add as many rows as you need | Insert an estimated complete date for activity here. | Insert responsible party for this activity here. |

### Work Plan Year 2 (July 1, 2026 – May 31, 2027)

**Goal 1**

Insert Goal 1 here.

Objective 1.1

Insert Objective 1.1 here.

|  |  |  |
| --- | --- | --- |
| **Activity Description** | **Estimated Completion Date** | **Responsible Party** |
| Insert an activity for Goal 1, Objective 1.1 | Insert an estimated complete date for activity here. | Insert responsible party for this activity here. |
| Add as many rows as you need | Insert an estimated complete date for activity here. | Insert responsible party for this activity here. |

**Goal 2**

Insert Goal 2 here.

Objective 2.1

Insert Objective 2.1 here.

|  |  |  |
| --- | --- | --- |
| **Activity Description** | **Estimated Completion Date** | **Responsible Party** |
| Insert an activity for Goal 2, Objective 2.1 | Insert an estimated complete date for activity here. | Insert responsible party for this activity here. |
| Add as many rows as you need | Insert an estimated complete date for activity here. | Insert responsible party for this activity here. |

**Goal 3**

Insert Goal 3 here.

Objective 3.1

Insert Objective 3.1 here.

|  |  |  |
| --- | --- | --- |
| **Activity Description** | **Estimated Completion Date** | **Responsible Party** |
| Insert an activity for Goal 3, Objective 3.1 | Insert an estimated complete date for activity here. | Insert responsible party for this activity here. |
| Add as many rows as you need | Insert an estimated complete date for activity here. | Insert responsible party for this activity here. |