**Appendix C – Work Plan Template**

Applicants are required to provide a Work Plan for the project using the template below. Provide a Work Plan for each year of the project period (e.g., Year 1 (months 1-12) and Year 2 (months 13-18).

**Year 1:** Months 1-12

**Goal:**

**Measurable Outcome(s):**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Major Objectives** | **Key Tasks** | **Lead Person** | **1\*** | **2\*** | **3\*** | **4\*** | **5\*** | **6\***  | **7\*** | **8\*** | **9\*** | **10\*** | **11\*** | **12\*** |
| **1.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*Indicates time frame (start/end dates by month in project cycle)

*Please do not infer from this template that your work plan must have 4 major objectives. If you need more pages, simply repeat this format on additional pages.*

**Year 2:** Months 13-18

**Goal:**

**Measurable Outcome(s):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Major Objectives** | **Key Tasks** | **Lead Person** | **13\*** | **14\*** | **15\*** | **16\*** | **17\*** | **18\***  |
| **1.** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\*Indicates time frame (start/end dates by month in project cycle)