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| **Organization:** | | | | | **Point of Contact:** | **Phone:** | |
| **Grant Program:** | | | **Grant Number:** | | **Funding Period:** | **Award Amount:** | |
| Please be as specific and detailed as possible use additional sheet(s) if necessary. The work plan should follow a logical progression. Objectives should correlate to a deliverable and an action item for achieving deliverable(s). The work plan **MUST** identify a person responsible for achieving and facilitating the deliverable and action item. The anticipated outcome should be clearly articulated and relate to the objective(s), deliverable(s) and action item(s).  Quarterly reporting requires that the work plan be updated. The update **MUST** document, explain and reconcile all changes to the work plan to include: end date(s), deliverable(s), action item(s), person responsible and outcome(s). The updated work plan should document all success and/or failure as well as challenges in achievement of a deliverable. Discrepancies between anticipated outcomes and actual outcomes should be fully explained. Any additional action items taken as a result of any changes, challenges or failures should also be documented and explained. | | | | | | | |
| **Start Date:**  Mm/Yr | **End Date:**  Mm/Yr | **Objective(s):** | | **Deliverable(s):**  **Action Item(s):**  **Person Responsible:** | | | **Anticipated Outcome(s):**  **Actual Outcome(s):**  **Additional Action Item(s):** |
|  |  |  | | **Deliverable(s):**  **Action Item(s):**  **Person Responsible:** | | |  |
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| **Organization:** | | | | | | **Point of Contact:** | | | | | | **Phone:** | | | |
| **Grant Program:** | | | **Grant Number:** | | | **Funding Period:** | | | | | | **Award Amount:** | | | |
| The work plan should follow a chronological progression and complement the project work plan. All activities/deliverables detailed in the work plan should be included on the timeline and listed chronologically in the manner of completion over the grant cycle. Cells **MUST** be color coded and adjacent to that activity to indicate the start of the activity and the end of the activity.  The first four lines are examples. Please delete the examples before entering your data. | | | | | | | | | | | | | | | |
| **ACTIVITY/DELIVERABLE:** | **Jul16’** | **Aug 16’** | | **Sept 16’** | **Oct’ 16** | | **Nov’16** | **Dec’16** | **Jan’17** | **Feb’17** | **Mar’17** | | **Apr’17** | **May’17** | **Jun’17** |
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