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| **Work Plan Activity** |
| **Organization Name:**  |
| **Project Title:**  |
| Use this expandable template to develop a work plan that highlights the goals, objectives, and key action steps that you plan to implement through this proposal (*4 pages maximum*).  Do not modify the columns of this table. **SMART Objectives are encouraged.*** **S**pecific – who and what of program activities; Action verbs should be used; (simple, sensible, significant).
* **M**easurable – how much change is expected; count or quantify the activity or results; (meaningful, motivating).
* **A**chievable – Attainable within a given time frame; (agreed, attainable).
* **R**elevant – Should be within the scope of the project and propose reasonable steps; (reasonable, realistic and resourced, results-based).
* **T**ime-bound -  Propose a time frame; (time-based, time limited, time/cost limited, timely, time-sensitive)

Questions to consider as you complete this Work Plan: * **GOAL:** What do you hope to achieve as a result of this project?
* **OBJECTIVE:** How will you accomplish your goal?
* **KEY ACTION STEPS:** What tasks must be completed?
* **TIME FRAME:** When will this task be completed in order to achieve your objectives?
* **PERSON RESPONSIBLE:** Who will complete this task in order to achieve your objectives?
* **EXPECTED OUTCOME(S):** What do you anticipate to occur as a result of your activities?

We look forward to learning about your project! |
| **Goal 1:**  |
| **Objectives** | **Key Action Step(s)** | **Expected Outcome(s)** | **Time Frame** | **Person Responsible** |
| Objective 1: |  |  |  |  |