**Work Plan Template**

**Attachment 2**

Please refer to your Grant Award Notice, Activities Funded:

Chart out your *Activities* in a work plan table similar to the one below. You may modify this chart’s format if necessary. A work plan takes the ideas presented in a grant application and turns those ideas into a series of actionable steps that move a project from a concept toward an *outcome*. The work plan should break the objectives into activities that create a series of discreet short term steps (*tasks*). Those activities then lead to project outputs and outcomes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective: | | | | | |
| **Activity** | **Task(s)** | **Task Completion Date** | **Output** | **Outcome** | **Person(s)**  **Responsible** |
|  |  |  |  |  |  |

The work plan is a document that will help to strategize implementation, and facilitate communication with DOEE. The work plan should lay out important milestones like the dates Progress Reports and Final Reports are due and the dates for completion of activities specified in the grant. The work plan is not meant to be a rigid document, but rather a framework that provides organization. The work plan is based on the scope of activities in the Grant, but the Grantee should communicate with their DOEE Grant Manager frequently, especially if the work plan schedule needs to be adjusted. Please contact the DOEE point of contact for this grant to see examples of work plans, should you need them.