This is a sample Work Plan template. It is provided as one example of the type of Work Plan acceptable for a subaward application. Other types are acceptable if an organization uses another standardized Work Plan. Please fill this document out as comprehensively as possible to clearly illustrate major objectives, tasks/activities, people responsible, and timeline for the proposed project. The Work Plan is a “living” document and is subject to change as the project progresses.

#

# Project Goal:

Measurable Outcome(s):\* Time Frame (Start/End Dates by Month in Project Cycle)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Major Objectives | Key Tasks | Person(s) Responsible | Start Date(By Month/Year in Project Cycle) | End Date(By Month/Year in Project Cycle) |
| 1. |  |  |  |  |
|  |  |  |  |  |
| 2.  |  |  |  |  |
|  |  |  |  |  |
| 3.  |  |  |  |  |
|  |  |  |  |  |
| 4.  |  |  |  |  |
|  |  |  |  |  |
| 5. |  |  |  |  |
|  |  |  |  |  |
| 6. |  |  |  |  |
|  |  |  |  |  |
| 7. |  |  |  |  |
|  |  |  |  |  |

# Note: You can add as many major objectives and tasks as necessary for your program.