PROJECT WORK PLAN TEMPLATE

| **Goal 1:** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Data Source and Evaluation Methodology** | **Person/Area Responsible** | **Comments** |
| Define each action step on its own row. Define as many action steps as necessary by adding rows to the table. | An expected completion date (month and year) must be defined for each action step. | An expected outcome must be defined for each action step. | An evaluative measure must be defined for each action step. | A responsible person must be identified for each action step. | Comments are optional. |
|  |  |  |  |  |  |
| **Goal 2:** | | | | | |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Data Source and Evaluation Methodology** | **Person/Area Responsible** | **Comments** |
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| **Goal 3:** | | | | | |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Data Source and Evaluation Methodology** | **Person/Area Responsible** | **Comments** |
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| **Goal 4:** | | | | | |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Data Source and Evaluation Methodology** | **Person/Area Responsible** | **Comments** |
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