**WORK PLAN TEMPLATE**

You can use this grid to help plan your activities.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Objectives:** | **Activities:** | **Who?** | **When:** | **Outcomes:** | **Evaluation:** | **Status and notes** |
| What do you want to | How are you going | Who is | When will | What are the | How are we |  |
| accomplish? | to accomplish the | responsible | the activity | desired | going to |  |
|  | objective? | for the | begin & | results? | measure the |  |
|  |  | activities? | end? |  | outcomes? |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |