**SAMPLE WORK PLAN TEMPLATE**

This is a sample Work Plan template. It is provided as one example of the type of Work Plan required in grant applications for \_\_\_\_\_\_\_\_\_\_\_\_. Other types are acceptable. The requirement is listed in the funding opportunity announcement, at Section IV.2.ii. Project Narrative, Response to Program Purpose (a) Work Plan.

**Goal:**

**Measurable Outcome(s):**

**\* Time Frame (Start/End Dates by Month in Project Cycle)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Major Objectives** | **Key Tasks** | **Person Responsible** | **Start Date** | **End Date** |
|  |  |  | (By Month/Year | (By Month/Year |
|  |  |  | in Project Cycle) | in Project Cycle) |
| 1. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 2. |  |  |  |  |
|  |  |  |  |  |

**Note: You can add as many major objectives as necessary for your program.**