## Attachment B: CalVIP Project Work Plan

**REQUIRED ATTACHMENT: You will be prompted to upload this document to the BSCC Submittable Application Portal.**

Instructions: Applicants must complete a Project Work Plan, using the format below, that identifies measurable goals and objectives, process and outcome measures, activities and services, responsible parties for those activities and services, data sources and estimated timelines. Completed plans should (1) identify the project’s top goals and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates, process and outcome measures; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. The Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives, process measures, etc. must be identified.

**Please cut and paste into a Word document. Expand cells as necessary.**

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| --- | --- |
| **(1) Goal:** | > |
| Objectives (A., B., etc.) | A.> B.C. |
| Process Measures and Outcome Measures: | A.> B.C.  |
| Project activities that support the identified goal and objectives:  | Responsible staff/partners | Timeline |
| Start Date | End Date |
| 1.> 2.3. | 1.> 2.3. | 1.> 2.3. | 1.> 2.3. |
| List data and sources to be used to measure outcomes: >  |

|  |  |
| --- | --- |
| **(2) Goal:** | > |
| Objectives (A., B., etc.) | A.> B.C. |
| Process Measures and Outcome Measures: | A.> B.C.  |
| Project activities that support the identified goal and objectives:  | Responsible staff/partners | Timeline |
| Start Date | End Date |
| 1.> 2.3. | 1.> 2.3. | 1.> 2.3. | 1.> 2.3. |
| List data and sources to be used to measure outcomes: >  |

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| **(3) Goal:** | > |
| Objectives (A., B., etc.) | A.> B.C. |
| Process Measures and Outcome Measures: | A.> B.C.  |
| Project activities that support the identified goal and objectives:  | Responsible staff/partners | Timeline |
| Start Date | End Date |
| 1.> 2.3. | 1.> 2.3. | 1.> 2.3. | 1.> 2.3. |
| List data and sources to be used to measure outcomes: >  |