**Attachment B: Project Work Plan**

**Required Attachment: Applicants must upload a completed Work Plan to the BSCC Submittable Application Portal.**

**Instructions:** Complete a Project Work Plan using the format below. Goals and objectives must have a clear relationship to the need and intent of the grant. A minimum of one goal and corresponding objectives must be identified. Completed plans should:

1. Identify the project’s top goals and objectives;
2. Identify how the goal(s) will be achieved in terms of process and outcome measures, project activities, responsible staff/partners, and start and end dates; and
3. Provide a list of the data elements to be collected.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | | **Goal** | Enter goal | | | | | | | |
| **Objectives** | | | A | Enter objective | | | | | | |
| B | Enter objective | | | | | | |
| C | Enter objective | | | | | | |
| D | Enter objective | | | | | | |
| **Process and Outcome Measures** | | | Enter process and outcome measures | | | | | | | |
| **Project activities and services**  **that support the identified goal and objectives** | | | | | **Responsible staff/partners** | | **Timeline** | | | |
| **Start Date** | | **End Date** | |
| 1 | Enter activity or service | | | | 1 | Enter name | 1 | mm/dd/yy | 1 | mm/dd/yy |
| 2 | Enter activity or service | | | | 2 | Enter name | 2 | mm/dd/yy | 2 | mm/dd/yy |
| 3 | Enter activity or service | | | | 3 | Enter name | 3 | mm/dd/yy | 3 | mm/dd/yy |
| 4 | Enter activity or service | | | | 4 | Enter name | 4 | mm/dd/yy | 4 | mm/dd/yy |
| **List the data elements and sources that will be used to measure the outcomes** | | | | | | | | | | |
| Enter data elements. See Appendix F for the definition of a data element. | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2** | | **Goal** | Enter goal | | | | | | | |
| **Objectives** | | | A | Enter objective | | | | | | |
| B | Enter objective | | | | | | |
| C | Enter objective | | | | | | |
| D | Enter objective | | | | | | |
| **Process and Outcome Measures** | | | Enter process and outcome measures | | | | | | | |
| **Project activities and services**  **that support the identified goal and objectives** | | | | | **Responsible staff/partners** | | **Timeline** | | | |
| **Start Date** | | **End Date** | |
| 1 | Enter activity or service | | | | 1 | Enter name | 1 | mm/dd/yy | 1 | mm/dd/yy |
| 2 | Enter activity or service | | | | 2 | Enter name | 2 | mm/dd/yy | 2 | mm/dd/yy |
| 3 | Enter activity or service | | | | 3 | Enter name | 3 | mm/dd/yy | 3 | mm/dd/yy |
| 4 | Enter activity or service | | | | 4 | Enter name | 4 | mm/dd/yy | 4 | mm/dd/yy |
| **List the data elements and sources that will be used to measure the outcomes** | | | | | | | | | | |
| Enter data elements. See Appendix F for the definition of a data element. | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3** | | **Goal** | Enter goal | | | | | | | |
| **Objectives** | | | A | Enter objective | | | | | | |
| B | Enter objective | | | | | | |
| C | Enter objective | | | | | | |
| D | Enter objective | | | | | | |
| **Process and Outcome Measures** | | | Enter process and outcome measures | | | | | | | |
| **Project activities and services**  **that support the identified goal and objectives** | | | | | **Responsible staff/partners** | | **Timeline** | | | |
| **Start Date** | | **End Date** | |
| 1 | Enter activity or service | | | | 1 | Enter name | 1 | mm/dd/yy | 1 | mm/dd/yy |
| 2 | Enter activity or service | | | | 2 | Enter name | 2 | mm/dd/yy | 2 | mm/dd/yy |
| 3 | Enter activity or service | | | | 3 | Enter name | 3 | mm/dd/yy | 3 | mm/dd/yy |
| 4 | Enter activity or service | | | | 4 | Enter name | 4 | mm/dd/yy | 4 | mm/dd/yy |
| **List the data elements and sources that will be used to measure the outcomes** | | | | | | | | | | |
| Enter data elements. See Appendix F for the definition of a data element. | | | | | | | | | | |