**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. |

|  |  |  |
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| **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. |

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| **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. |