**Appendix D: Project Work Plan Instructions**

JAG applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties, and a timeline (see template below).

Completed Project Work Plans should (1) identify the project’s top goals and objectives; (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals, objectives, and measures with a clear relationship to the need and intent of the grant. Applicants must use the Project Work Plan Template provided below.

This Project Work Plan does not count toward the fifteen (15) numbered page limit for the Proposal Narrative. There are no margin, spacing or font restrictions for the Project Work Plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Goal:** |  | | | |
| **Objectives (A., B., C…):** | A.  B.  C. | | | |
| **Project activities that support the identified goal and objectives:** | | **Responsible staff/ partners** | **Timeline** | |
| **Start Date** | **End Date** |
| 1.  2.  3. | |  |  |  |
| List data and sources to be used to measure outcomes: | | | | |
| 1. **Goal:** |  | | | |
| **Objectives (A., B., C...):** | A.  B.  C. | | | |
| **Project activities that support the identified goal and objectives:** | | **Responsible staff/ partners** | **Timeline** | |
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| 1. **Goal:** |  | | | |
| *Objectives (A., B., C…):* | A.  B.  C. | | | |
| Project activities that support the identified goal and objectives: | | Responsible staff/ partners | Timeline | |
| Start Date | End Date |
| 1.  2.  3. | |  |  |  |