**Work Plan Template/Instructions**

**Community:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Strategy:** Choose an item. | | | | | |
| **Target Outcome:**  *Targets should address the behavior change (when applicable) that occurs as a result of the intervention. For strategies in which behavior change is not an appropriate measure of success, such as a policy change, the outcome can address the immediate goal of the policy. The outcome should be measurable through data collection and the method of collection should be identified.*  *Examples:*   * *Complete Streets: Adopted/Revised Complete Streets Policy will meet 70% criteria from The Complete Streets Policy* [*Framework.*](https://smartgrowthamerica.org/10-elements-of-complete-streets/) * *Active Transportation Planning: Adopted/Revised Active Transportation Plan supports infrastructure and non-infrastructure improvements in the planning area of [name] as evidenced by surveys, community feedback, list of prioritized projects, and potential leveraged funding.* * *Food Service Guidelines: Assessment tools in the Good Food Here Toolkit will indicate that at least 50% of products offered in [venue] meet nutrition standards.* | | | | | |
| Process Objectives | Related Activities | Agency or  Person Responsible | Specific Dates  for Each Activity | | Evaluation Measures |
| Start | End |
| *For each Strategy, write the intermediate steps or specific, measurable actions that need to be completed in a specific timeframe. Process Objectives explain what is to be done and when it is going to be completed. \*Note: Process objectives are mini-goals or milestones and should have 3-6 related activities.* | *List steps to accomplish each Process Objective. Related Activities should be unique to each Strategy and priority community.* ***The related activity should not repeat the process objective.***  *If a process objective has only 1 or 2 related activities, then more detail is needed or the process objective may be a related activity for a different, larger goal.* | *Identify the person(s) and/or agency (ies) responsible for each Process Objective.* | *List specific beginning and ending dates throughout the year for planning and measuring progress. Having Process Objectives that span a full year is discouraged.* | | *Evaluation can help identify needed changes, find out how well objectives are being met, determine the effects of the program, and identify ways to improve the program. In this section, include a brief description of the Evaluation Measures for each Process Objective. After the measures are developed, gather and record the data.* |
| *Q1: When submitting for deliverable payment, provide in narrative form the progress to date for each Process Objective. This section will be left blank for the initial proposal.* | | | | | |
| Q2: | | | | | |
| Q3: | | | | | |
| Q4: | | | | | |
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