

National Network Program – Work Plan Guidance

This guidance is best utilized when read in combination with the provided Work Plan template. Follow the work plan template provided and here for a [sample work plan](#).

Work Plan Definitions:

1. **Goal:** An aim or desired result of a project/ program, event, or initiative (e.g., improved mental health among family caregivers)
2. **Outcome:** The measurable change or benefit resulting from the project/program (e.g., 30% decrease in family caregivers reporting that they feel depressed)
3. **Major Objective:** Primary desired result of a task (e.g., increased organization capacity to provide mental health services to family caregivers)
4. **Key Task:** A focused and specific task often required to be finished within a certain time that is critical for reaching the major objective (e.g., hiring of mental health professionals)

Work Plan Template Instructions:

(Note: Using the template provided, create a Work Plan for each project/program goal)

1. Complete the first page of the template, listing every goal of the project/program.
2. Complete a separate chart for each goal.
3. Describe the goal and measurable outcome at the top of the chart.
4. Describe the major objectives next to the numbered row, and the main tasks under the objectives. Add rows for tasks and objectives as necessary. Delete unnecessary rows.
5. In the column titled **Lead Person(s)**, note the job title of the individual who will take the lead on accomplishing the task.
6. Indicate the anticipated completion date(s) for the major objectives by completing the black box(es) corresponding with the month(s) when the tasks will be addressed.
7. Create a key, listing each staff position entered in the Work Plan and its associated abbreviation (e.g., SVP - Senior Vice President, CM - Case Manager).
8. Plan to spend down the total program budget, which includes JFNA grant funds and matching funds, by the end of Program Year