Workplan Worksheet

This guidance is intended to help you write the workplan for your Stage II application. Incomplete, marginal and preferred examples are provided. **Stage II applications are expected to provide a workplan based on the preferred example of a Project Objective, Project Activity, Timeline and Evaluation Plan.**

PROJECT OBJECTIVES

All project objectives should be measurable. Each objective should address:

- Who is involved?
- What are the desired outcomes?
- How will progress be measured?
- What are the criteria for success?
- When will the outcome occur?

	INCOMPLETE Example	**MARGINAL Example**	**PREFERRED Example**
Project Objective	To improve prenatal care to Native American women.	To increase the percentage of Native American women receiving first trimester prenatal care.	By June 30, 2017, increase the percentage of Native American mothers in Lancaster County who receive first trimester prenatal care by 10% from 47.2% (Lancaster County Vital Statistics) to 52% as reported by birth certificate data.

PROJECT ACTIVITES

Project Activities are the individual, specific tasks needed to accomplish each Project Objective. There may be multiple Project Activities for each Project Objective.

	INCOMPLETE Example	**MARGINAL Example**	**PREFERRED Example**
Project Activity	Provide health services to Native American women.	Provide three prenatal clinics to 60 Native American women.	Provide three prenatal clinics, including a medical exam, nutrition education, and well baby teaching at Clinic A, Clinic B, and Clinic C for a total of at least 60 Native American women who are pregnant and have not received first trimester prenatal care. (Responsible Person: John Smith)

TIMELINE

The timeline should describe the specific implementation schedule for *each* activity.

	INCOMPLETE Example	MARGINAL Example	PREFERRED Example
Timeline	7/16 - 7/17	Three clinics will be held by 03/31/17	Clinic A will be held in October 2016; Clinic B will be held in January 2017; and Clinic C will be held in March 2017.

EVALUATION PLAN

There are many reasons to conduct an evaluation of the programs and services you provide. For example, an evaluation can document the impact of your program; identify effective practices; communicate results of your program to stakeholders; allow you to compete for resources/funding; and identify staff training needs. CHE believes that evaluation is a necessary and practical activity that assesses whether the program's objectives are being met.

CHE is very focused on program outcomes. Therefore, applicants that include a strong evaluation component in their workplan will be best positioned to compete for funding.

Provide an evaluation plan for *each* Project Activity

	INCOMPLETE Example	MARGINAL Example	PREFERRED Example
Evaluation Plan	Clinics held.	Three clinics held for 60 Native American women.	By 6/30/17, three clinics will be held to provide prenatal care to a total of at least 60 Native American women who have not received first trimester care. Pre- and post-tests will measure learning from each clinic. (Responsible Person: John Smith)

Another Evaluation Plan example:

	INCOMPLETE Example	MARGINAL Example	PREFERRED Example
Evaluation Plan	Data collected.	Birth certificate data collected from all Native American births.	By 6/30/17, birth certificate data will be collected and analyzed for all Native American births during the project year in Lancaster County to assess the impact of project services on overall access to prenatal care services by Native American women. (Responsible Person: Stella Jones