

# Attachment B: Work Plan Template

**Technical Assistance and Training: Commercial Tobacco-Free Policy, Systems, and Environmental Change Strategies**

### Instructions

**Complete a separate work plan table for each distinct Project Goal.** Proposed work plans should only be forYear 1 (November 1, 2022 – October 31, 2023).

Add and remove work plan tables and rows as needed to align with your project. For example, if your project has three Project Goals, delete Work Plan 4. **It is recommended that applicants include work plan tables for no more than four Project Goals.**

Work plans should be submitted as a Word document and awardees may be asked to provide additional activities or details during grant agreement negotiations.

#### Guidance

* **Project Goal**: Identify the overall goal(s) for your work. A goal is a broad, brief statement that provides focus or vision for planning.
* **Objective(s)**: Objectives should help reach your Project Goals. Focus on just a few (1-2) objectives per goal and follow the *SMART* approach to develop objectives. *SMART* objectives are:
* **S – Specific:** concrete and well defined so that you know where the work is going and what to expect as it progresses.
* **M – Measurable:** can determine what changed and how much it changed.
* **A – Achievable:** able to be accomplished within the proposed time frame.
* **R – Realistic:** considers constraints such as resources, personnel, cost, and time frame.
* **T – Time-bound:** includes a timeframe for the objective; one-year objectives should reflect what is achievable within the first year, however, they may be part of intermediate or longer-term objectives that must be achievable within the duration of the grant (November 1, 2022 to October 31, 2026).
* **Implementation Activities:** Specify the activities, steps, or processes to achieve objectives. List only *key activities* that will result in observable, measurable milestones. For application review and selection purposes, applicants do not need to list every activity in detail.
* **Milestones**: Identify how you will know you have accomplished your activity. Milestones may also be considered the “outputs” of your activities.

### Work Plan 1

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| **Project Goal:** |  |
| **Timeframe:** | Year 1 (November 1, 2022 – October 31, 2023) |
| **Objective(s):** |  |
| **Geographic Area:** |  |

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| **Implementation Activities** Activities, steps, or processes to achieve objectives. | **Milestones** How you will know you have accomplished the activity. | **Start Date** | **End Date** | **Lead** Name of person or group responsible for the activity. | **Key Partners** Individuals or organizations helping to implement the activity. |
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### Work Plan 2

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| **Project Goal:** |  |
| **Timeframe:** | Year 1 (November 1, 2022 – October 31, 2023) |
| **Objective(s):** |  |
| **Geographic Area:** |  |

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| **Implementation Activities** Activities, steps, or processes to achieve objectives. | **Milestones** How you will know you have accomplished the activity. | **Start Date** | **End Date** | **Lead** Name of person or group responsible for the activity. | **Key Partners** Individuals or organizations helping to implement the activity. |
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### Work Plan 3

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| **Project Goal:** |  |
| **Timeframe:** | Year 1 (November 1, 2022 – October 31, 2023) |
| **Objective(s):** |  |
| **Geographic Area:** |  |

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| **Implementation Activities** Activities, steps, or processes to achieve objectives. | **Milestones** How you will know you have accomplished the activity. | **Start Date** | **End Date** | **Lead** Name of person or group responsible for the activity. | **Key Partners** Individuals or organizations helping to implement the activity. |
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### Work Plan 4

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| **Project Goal:** |  |
| **Timeframe:** | Year 1 (November 1, 2022 – October 31, 2023) |
| **Objective(s):** |  |
| **Geographic Area:** |  |

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| **Implementation Activities** Activities, steps, or processes to achieve objectives. | **Milestones** How you will know you have accomplished the activity. | **Start Date** | **End Date** | **Lead** Name of person or group responsible for the activity. | **Key Partners** Individuals or organizations helping to implement the activity. |
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