Minnesota Department of Health

# Appendix E: Work Plan Template

**Instructions:** Add or delete objectives, strategies, tables, and rows in tables as needed according to the proposed project. The proposed project must include objectives, strategies, and activities addressing at least one of the target risk factors for preventing infant mortality. Delete the placeholders in each cell of the table and fill in the relevant information.

**Project Objectives**

For each target risk factor for the project, list the project objectives. ***Objectives are major steps the program will take to reach its goal of reducing disparities in the risk factor(s) chosen***. Make each objective SMART:

* **S**pecific: concrete and well-defined
* **M**easurable: can determine what changed and how much it changed
* **A**chievable: feasible to put into action
* **R**ealistic: considers constraints such as resources, personnel, cost, and time frame
* **T**ime-Bound: time frame for the objective

One way to create an objective is, “By (date), (amount of change) of (what population) will (action of change).” For example: By June 30, 2023, 20% of people living in Duluth who smoke will attempt to quit.”

**Project Strategies**

For each objective, specify strategies. ***Strategies are general approaches to meet an objective***. Think of strategies as the “how” of the project while activities are the “what.”

For example: Provider education on smoking cessation programs and treatment

**Project Activities –Work Plan Tables**

The work plan tables must include all activities planned for the duration of the grant. ***Activities are “what” of the project will do to meet the “how” of the strategies***. For each activity, include the: activity, staff and community partners involved, start and end date, and outputs (such as 20 participants will complete the program).

For example: Create handouts with information about various smoking cessation treatment plans.

## Objective 1:

### Strategy 1.A:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Staff and community partners | Start date | End date | Activity output |
| [Insert activity] | [Insert staff/community partners involved] | [Insert start date] | [Insert end date] | [Insert activity output] |
| [Insert activity] | [Insert staff/community partners involved] | [Insert start date] | [Insert end date] | [Insert activity output] |
| [Insert activity] | [Insert staff/community partners involved] | [Insert start date] | [Insert end date] | [Insert activity output] |

### Strategy 1.B:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Staff and community partners | Start date | End date | Activity output |
| [Insert activity] | [Insert staff/community partners involved] | [Insert start date] | [Insert end date] | [Insert activity output] |
| [Insert activity] | [Insert staff/community partners involved] | [Insert start date] | [Insert end date] | [Insert activity output] |
| [Insert activity] | [Insert staff/community partners involved] | [Insert start date] | [Insert end date] | [Insert activity output] |

## Objective 2:

### Strategy 2.A:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Staff and community partners | Start date | End date | Activity output |
| [Insert activity] | [Insert staff/community partners involved] | [Insert start date] | [Insert end date] | [Insert activity output] |
| [Insert activity] | [Insert staff/community partners involved] | [Insert start date] | [Insert end date] | [Insert activity output] |
| [Insert activity] | [Insert staff/community partners involved] | [Insert start date] | [Insert end date] | [Insert activity output] |

### Strategy 2.B:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Staff and community partners | Start date | End date | Activity output |
| [Insert activity] | [Insert staff/community partners involved] | [Insert start date] | [Insert end date] | [Insert activity output] |
| [Insert activity] | [Insert staff/community partners involved] | [Insert start date] | [Insert end date] | [Insert activity output] |
| [Insert activity] | [Insert staff/community partners involved] | [Insert start date] | [Insert end date] | [Insert activity output] |