

Sample Project Workplan Convening Grant

Project Goal Statement: To strategically position agencies to meet the challenges of the future by convening a day-long workshop of experts and trustees and managers of New Hampshire agencies.

OUTCOME #1: Workshop participants will understand the current status of health care, current trends, and best practices.

OUTCOME #1 WORKPLAN

Activity	Inputs	Timeframe	Responsible Person	Anticipated Outputs	Progress Reporting (Complete for Progress Report Only)
<i>Identify and contract with potential speakers for workshop</i>	<ul style="list-style-type: none"> ▪ Admin Asst ▪ Workshop Task Force 	4/07	Admin Asst	<i>Contract with 3 speakers</i>	
<i>Determine potential attendees and gather contact information</i>	<ul style="list-style-type: none"> ▪ Admin Asst ▪ Workshop Task Force 	4/07	Admin Asst	<i>Potential attendee list</i>	
<i>Develop flyer about workshop</i>	<ul style="list-style-type: none"> ▪ Admin Asst 	4/07	Admin Asst	<i>Flyer created</i>	
<i>Disseminate flyer to potential attendees</i>	<ul style="list-style-type: none"> ▪ Admin Asst ▪ Workshop Task Force 	5/07	Admin Asst	<i>Flyer mailed to 100 potential attendees</i>	
<i>Develop workshop agenda, appropriate visuals and handouts, identify notetaking and documentation responsibilities</i>	<ul style="list-style-type: none"> ▪ Admin Asst ▪ Workshop Task Force 	5/07	Admin Asst and Workshop Task Force	<i>Workshop plans in place</i>	
<i>Logistics: identify location, food, equipment</i>	<ul style="list-style-type: none"> ▪ Admin Asst 	5/07	Admin Asst	<i>Workshop plans in place</i>	
<i>Hold workshop</i>	<ul style="list-style-type: none"> ▪ Admin Asst ▪ Workplan Task Force 	6/07	Admin Asst and Workshop Task Force	<i>Workshop held 40-50 attend workshop</i>	

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OUTCOME #1 EVALUATION PLAN

Outcome #1: Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
<ul style="list-style-type: none"> • At least 90% of survey respondents report that they learned about important health trends in the community • At least 90% of survey respondents report that they understand how to apply best practices in their work 	<ul style="list-style-type: none"> • Post-Workshop Evaluation Form (at end of workshop) • Post-Workshop Evaluation Form (at end of workshop) 	

OUTCOME #2: [Note: This is an example of a dissemination outcome] External audiences will become aware of current trends.

OUTCOME #2 WORKPLAN

Activity	Inputs	Timeframe	Responsible Person	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
<i>Develop workshop evaluation form</i>	<ul style="list-style-type: none"> ▪ Admin Asst 	<i>5/07</i>	<i>Admin Asst</i>	<i>Evaluation form developed</i>	
<i>Collate and analyze workshop evaluation results</i>	<ul style="list-style-type: none"> ▪ Admin Asst 	<i>6/07</i>	<i>Admin Asst</i>	<i>Summary written</i>	
<i>Write press release and disseminate</i>	<ul style="list-style-type: none"> ▪ Admin Asst ▪ Workplan Task Force 	<i>6/07</i>	<i>Admin Asst</i>	<i>4 media outlets receive press release</i>	
<i>Document information presented at the workshop</i>	<ul style="list-style-type: none"> ▪ Admin Asst 	<i>6/07-7/07</i>	<i>Admin Asst</i>	<i>Summary written</i>	
<i>Disseminate workshop summary to all participants and other interested stakeholders</i>	<ul style="list-style-type: none"> ▪ Admin Asst 	<i>7/07</i>	<i>Admin Asst</i>	<i>Summary disseminated to all participants and list of potential participants (at least 100 people)</i>	

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OUTCOME #2 EVALUATION PLAN

Outcome #2: Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
<ul style="list-style-type: none"> • # of people receiving workshop summary 	<ul style="list-style-type: none"> • Project Records (at end of workshop) 	

OUTCOME #3: [Note: This is an example of a sustainability outcome] Agencies will have a resource for information about health care, trends, and best practices.

OUTCOME #3 WORKPLAN

Activity	Inputs	Timeframe	Responsible Person	Anticipated Outputs	Progress Reporting ¹
<i>Post workshop summary on website</i>	<ul style="list-style-type: none"> ▪ Admin Asst 	<i>7/07</i>	<i>Admin Asst</i>	<i>Summary posted</i>	
<i>Listserv will be created for agency information exchange</i>	<ul style="list-style-type: none"> ▪ Admin Asst 	<i>7/07</i>	<i>Admin Asst</i>	<i>Listserv created</i>	
<i>Information about current best practices or trends will be included in organization's newsletter</i>	<ul style="list-style-type: none"> ▪ Admin Asst ▪ Agencies 	<i>7/07 and after</i>	<i>Admin Asst</i>	<i>Each newsletter includes one agency-written article/summary of best practices or trends</i>	

OUTCOME #3 EVALUATION PLAN

Outcome #3: Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
<ul style="list-style-type: none"> • # of people downloading workshop summary from website 	<ul style="list-style-type: none"> • Project Records (at end of grant) 	

¹ This column is completed and submitted with grant progress reports.