

Sample Project Workplan Planning Grant

Project Goal Statement: To create a comprehensive plan to improve access to health care services for geographically isolated individuals by conducting a needs assessment and then engaging in an effective and collaborative transportation planning process with key stakeholders.

OUTCOME #1: The scope and level of need for transportation services in the community is documented and understood.

OUTCOME #1 WORKPLAN

Activity	Inputs	Timeframe	Responsible Person	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
<i>Administer community-wide survey of providers</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> ▪ <i>Consultant</i> ▪ <i>Database</i> 	<i>1/07</i>	<i>Jen Smith</i>	<i>Survey of 200 providers conducted</i>	
<i>Conduct interviews with providers in the community</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> ▪ <i>Consultant</i> ▪ <i>Database</i> 	<i>2/07-3/07</i>	<i>Jen Smith</i>	<i>Interviews conducted with 25 providers</i>	
<i>Conduct interviews with sample of consumers in the community</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> ▪ <i>Consultant</i> ▪ <i>Database</i> 	<i>2/07-3/07</i>	<i>Jen Smith</i>	<i>Interviews conducted with 50 consumers</i>	
<i>Obtain data from hospitals</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> ▪ <i>Consultant</i> ▪ <i>Database</i> 	<i>3/07</i>	<i>Jen Smith</i>	<i>Data obtained</i>	
<i>Summarize data into a report on community needs</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> ▪ <i>Consultant</i> ▪ <i>Database</i> 	<i>3/07</i>	<i>Jen Smith</i>	<i>Report written</i>	

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"> • # of people receiving reports • Report posted on website 	<ul style="list-style-type: none"> • Project Records (after report completed) • Project Records (after report completed) 	

Sample Project Workplan Planning Grant

OUTCOME #2: Creation of a plan that has buy-in from community stakeholders.

OUTCOME #2 WORKPLAN

Activity	Inputs	Timeframe	Responsible Person	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
<i>Develop list of key stakeholders in the county to participate in planning task force</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> 	<i>2/07-3/07</i>	<i>Jen Smith</i>	<i>List of stakeholders developed.</i>	
<i>Meet with stakeholders to identify their interest in participating and possible level of participation</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> 	<i>2/07-3/07</i>	<i>Jen Smith</i>	<i>Meetings held with 15 potential planning participants</i>	
<i>Develop list of planning task force participants and disseminate report to them</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> 	<i>3/07</i>	<i>Jen Smith</i>	<i>Task Force formed</i>	
<i>Hold meetings of planning task force</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> ▪ <i>Planning Task Force</i> 	<i>4/07-12/07</i>	<i>Jen Smith</i>	<i>Monthly meetings held</i>	
<i>Research best practices in other communities</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> ▪ <i>Task Force members</i> 	<i>5/07-6/07</i>	<i>Jen Smith</i>	<i>Matrix of best practices developed</i>	
<i>Develop a plan for local services to address transportation needs</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> ▪ <i>Task Force members</i> 	<i>8/07-12/07</i>	<i>Jen Smith</i>	<i>Draft plan developed</i>	

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 task force members participating in planning meetings on a regular basis • Plan created • All planning task force members sign onto the plan 	<ul style="list-style-type: none"> • Project Records (at end of project) • Project Records (at end of project) • Project Records (at end of project) 	

Sample Project Workplan Planning Grant

OUTCOME #3: [Note: This is an example of a dissemination outcome] Planning process is documented and results shared.

OUTCOME #3 WORKPLAN

Activity	Inputs	Timeframe	Responsible Person	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
<i>Write up meeting minutes</i>	▪ <i>Project staff</i>	<i>2/07-12/07</i>	<i>Jen Smith</i>	<i>Meeting minutes for all meetings</i>	
<i>Share results with task force and other community members</i>	▪ <i>Project staff</i>	<i>12/07</i>	<i>Jen Smith</i>	<i>All task force members receive report</i> <i>Relevant community stakeholders and others receive report</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"> • Planning process documented • # of people receiving planning process report 	<ul style="list-style-type: none"> • Project Records (at end of project) • Project Records (at end of project) 	

Sample Project Workplan Planning Grant

OUTCOME #4: [Note: This is an example of a sustainability outcome] Start-up funding for implementation of the plan is generated.

Activity	Inputs	Timeframe	Responsible Person	Anticipated Outputs	Progress Reporting <i>(Complete for Progress Report Only)</i>
<i>Solicit in-kind resources from planning task force members for implementation phase</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> 	<i>11/07-12/07</i>	<i>Jen Smith</i>	<i>Solicitations made to planning partners</i>	
<i>Planning task force identifies potential funders for implementation</i>	<ul style="list-style-type: none"> ▪ <i>Task Force members</i> 	<i>8/07-12/07</i>	<i>Planning Task Force</i>	<i>List of potential funding sources developed</i>	
<i>Funding proposals are developed</i>	<ul style="list-style-type: none"> ▪ <i>Project staff</i> 	<i>8/07-12/07</i>	<i>Jen Smith</i>	<i>Funding requests are written and submitted</i>	

OUTCOME #4 EVALUATION PLAN

Outcome #4: Outcome Indicator(s)	Data Collection Method and Timeframe	Evaluation Results <i>(Complete for Progress Report Only)</i>
<ul style="list-style-type: none"> • % of partner organizations providing in-kind resources • Value of financial resources for project implementation • Value of in-kind resources for project implementation 	<ul style="list-style-type: none"> • Project Records (at end of project) • Project Financial Records (at end of project) • Project Financial Records (at end of project) 	