**Appendix A**

**Instructions for Completing the Annual Workplan**

The workplan is the annual statement of work for the proposed project. The form outlines the project’s objectives, activities, outcomes, timelines, and responsible individuals. The workplan also serves as the major foundation for linking the various pieces of the proposal together. Thus, it is important that objectives of the work plan are clearly stated and each corresponding activity delineated along with appropriate timelines, responsibilities and outcomes.

**Objectives Section**

The objectives should serve the major goals that will implement the project. Proposed project objectives should be based on the scope of the proposed project while remaining consistent with the Objectives of the RFA Specification. The RFA Specification has identified the minimum Required Objectives. The applicant must address these objectives for the project. Additional project objectives may be added. Objectives must be itemized and stated in measurable terms. The project objectives must be performance-based. Add any performance measures that will have an overall impact of the project on the region.

List one objective per form, along with corresponding procedures/activities, measurable outcomes, timelines, and responsible individuals. Label the objectives in sequential order: Objective #1.0 at the top of page one; Objective #2.0 at the top of page two, and so forth. Additional copies of the form will be needed to address all of the project objectives.

**Activities Section**

Project activities are the tasks that need to be completed in order to achieve the project objectives. Activities and tasks are the basic steps that need to be taken to implement the project and to achieve results. Objectives and Activities should naturally link to outcomes. Major activities and tasks should be outlined in the activities section of the work plan for each objective. The RFA Specification identifies minimum Required Activities. Outline each of the procedures and/or activities that will be implemented to accomplish each of the project's objectives.

List all major activities associated with each objective. Each objective should be numbered in sequential order as outlined above.

**Measurable Outcomes Section**

Each objective should result in measurable outcomes that clearly link to the objectives and activities. Describe the outcomes in qualitative and quantitative terms. Address any performance outcomes unique to this project that will result from the implementation of the objectives and activities listed in the Workplan. Examples:

**Objective**: assist domestic employers to move into foreign markets.

**Outcome**: 40% of clients receiving in-depth consulting will find opportunities in foreign markets and increase revenue.

**Objective:** develop a training program in hospitality that could include a career ladder.

**Outcome:**  20% of students trained in program will be hired.

**Objective:** Develop a course in Web Design that will be made available to any college that requests it and offer the course in the Spring 2004 term

**Outcome:** Course is approved by faculty, distributed to 20 colleges and offered in the Spring term to 40 students.

**Timeline Section**

Provide a calendar of projected completion dates for key activities within the term of the grant. Target months of completion for project objectives are preferable to specific dates.

**Responsible Persons Section**

Identify, by position, the individuals responsible for completing key activities. Partners from other entities should be included.

**Workplan**

***Chancellor’s Office California Community Colleges***

**District:**

**College:**

**Grant #:**

**Objective: (Based on RFA Specification)** **(Only one objective per page):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Measurable Outcomes** | **Timeline (Month/Year)** | **Responsible Persons** |
|  |  |  |  |