



# California Community Colleges

## **K12 SWP R8 Project Work Plan TEMPLATE**

*The Work Plan template is offered as a planning tool from which information can be copied and entered into NOVA. Your final work plan will be entered directly into the NOVA platform.*

As stated in the RFA, applicants are asked to use the project Work Plan to describe the activities and strategies that will be implemented to address the problems identified in the Problem Statement and achieve the Project Objectives, and to demonstrate how those activities and strategies align to the included budget.

For each K14 Pathway Quality Strategy identified in the application as the focus of the grant project (i.e., Curriculum and Instruction, College and Career Exploration, Postsecondary Transition, Work-Based Learning), describe the work to be completed (Item 1) and the expected measurable outcomes (Item 2).

Then, do the following:

- Identify and describe the roles and responsibilities of all partners (Item 3)
- Identify the total number of students (unduplicated headcount) and/or teachers to be served (Item 4)
- Describe the student support services designed to improve access to and completion of high-skill/high-wage CTE opportunities for disproportionately impacted students (Item 5)

It is acceptable for the proposed work to focus on only one strategy. The K12 SWP Proposed Project Work Plan is worth 40 total points. Your application will be scored on only the strategy(ies) selected. Items 1 and 2 will be scored individually and the sum of each item will be averaged. Items 3, 4, and 5 are scored once.

Important Reminders:

- The Work Plan should clearly support the Problem Statement, the Project Objectives, and align with the project budget.
- Proposed grant projects that include middle school must select Curriculum & Instruction and/or College & Career Exploration.

## **K14 Pathway Quality Strategy: 1. Curriculum and Instruction**

- 1. Describe work and project activities to be funded by K12 SWP related to the strategy selected.** Use a thorough and coherent approach that illustrates how the activities will align with the Problem Statement, achieve the stated Project Objectives, and align to the budget.

**2. Describe and provide a list of expected measurable outcomes related to the project activities for the strategy selected.** What changes will occur because of the work and activities put into place with this grant? What improvements will be made? Examples may include (but are not limited to) increases in CTE enrollments, CTE completers, CTE completers' graduation rates, and/or CTE completers with early college credit/WBL/industry certifications.

## K14 Pathway Quality Strategy: 2. College and Career Exploration

1. **Describe work and project activities to be funded by K12 SWP related to the strategy selected.** Use a thorough and coherent approach that illustrates how the activities will align with the Problem Statement, achieve the stated Project Objectives, and align to the budget.

- 2. Describe and provide a list of expected measurable outcomes related to the project activities for the strategy selected.** What changes will occur because of the work and activities put into place with this grant? What improvements will be made? Examples may include (but are not limited to) increases in CTE enrollments, CTE completers, CTE completers' graduation rates, and/or CTE completers with early college credit/WBL/industry certifications.

### K14 Pathway Quality Strategy: 3. Postsecondary Transition

1. **Describe work and project activities to be funded by K12 SWP related to the strategy selected.** Use a thorough and coherent approach that illustrates how the activities will align with the Problem Statement, achieve the stated Project Objectives, and align to the budget.

**2. Describe and provide a list of expected measurable outcomes related to the project activities for the strategy selected.** What changes will occur because of the work and activities put into place with this grant? What improvements will be made? Examples may include (but are not limited to) increases in CTE enrollments, CTE completers, CTE completers' graduation rate, and/or CTE completers with early college credit/WBL/industry certifications.

#### **K14 Pathway Quality Strategy: 4. Work-Based Learning**

- 1. Describe the work and project activities to be funded by K12 SWP related to the strategy selected.** Use a thorough and coherent approach that illustrates how the activities will align with the Problem Statement, achieve the stated Project Objectives, and align to the budget.



- 2. Describe and provide a list of expected measurable outcomes related to the project activities for the strategy selected.** What changes will occur because of the work and activities put into place with this grant? What improvements will be made? Examples may include (but are not limited to) increases in CTE enrollments, CTE completers, CTE completers' graduation rate, and/or CTE completers with early college credit/WBL/industry certifications (could reference other metrics from K12SWP dashboard).

### For the Overall Work Project

- 3. Identify and describe partner roles and responsibilities.** Include descriptions of what *each* K12 partner, community college and/or employer partners, etc. will contribute to the project. *Internal LEA staff (data technicians, counselors, teachers, etc.) are not considered “partners” for the purposes of this application.*

**4. Identify the total number of students (unduplicated headcount) and/or teachers to be served by this project,** including how many to be served by each selected strategy. Provide justification for requested funds and address plans for sustainability.

**5. Describe the student support services designed to improve access to and completion of high-skill/high-wage CTE opportunities for disproportionately impacted students.** Include services that are designed to intentionally improve outreach and increase targeted academic support, such as tutoring, mentoring by professionals, and work-based learning.