Project Work Plan Template

Goal 1:					
Key Action Steps	**Timeline**	**Expected Outcome**	**Data Source and Evaluation Methodology**	**Person/Area Responsible**	**Comments**
Define each action step on its own row. Define as many action steps as necessary by adding rows to the table.	*An expected completion date (month and year) must be defined for each action step.*	*An expected outcome must be defined for each action step.*	*An evaluative measure must be defined for each action step.*	*A responsible person must be identified for each action step.*	*Comments are optional.*
Goal 2:					
Key Action Steps	**Timeline**	**Expected Outcome**	**Data Source and Evaluation Methodology**	**Person/Area Responsible**	**Comments**
Goal 3:					
Key Action Steps	**Timeline**	**Expected Outcome**	**Data Source and Evaluation Methodology**	**Person/Area Responsible**	**Comments**
Goal 4:					
Key Action Steps	**Timeline**	**Expected Outcome**	**Data Source and Evaluation Methodology**	**Person/Area Responsible**	**Comments**