**Work Plan Template**

Instructions: Complete Table 1 to show an overview of the proposed work plan. If your team already has a work plan in place that addresses all of the items listed in Table 1, submit that instead of Table 1.

**Table 1. Anticipated Work Plan.**

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| --- | --- | --- | --- | --- | --- |
| **Desired Outcomes** | **Activities** | **Outputs** | **Measurement** | **Responsibility** | **Timeline** |
| **For the Collaboration** | **Add lines for activities that support successful collaboration between partners** | | | | |
| **An outcome is the benefit of having undertaken an activity or achieved an output.**  ***Examples include – articulated shared values, deepened relationships, level of engagement, satisfaction, and mutual understanding of partners*** | ***Example activities: meetings, training, relationship building, hiring a facilitator*** | **Outputs should be clearly defined.**  ***Example outputs: process principles and values statements, operating agreements, process evaluation documents*** | **State how success will be evaluated.**  ***Example measurement:***   * ***satisfaction survey of all partners*** | **State who is responsible for leading the work (e.g., individual or the group roles).** | **Indicate if activities will be ongoing or have a specific time frame for completion and when outcomes will be assessed.**  **Project reporting is required at the end of each grant year.** |
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| **For the Project** | **Add lines for project related activities** | | | | |
| ***Examples include – impacted community members engaging in planning (procedural); social equity integrated into procurement policy (distributional); city council agrees to embed racial equity in policy decision-making (structural)*** | ***Example activities: Meetings (online), outreach to community (online, phone-banks, in-person), research, data analysis, asset mapping, strategic planning, evaluation*** | ***Example outputs: a plan, report, policy, groundbreaking documentation, or construction completion*** | ***Example measurement:***   * ***local policies are adopted to embed racial equity in decision-making*** * ***community environmental engagement programs are sustained past the grant*** |  | **Note when activities will take place / outputs will be delivered, and when impacts will be assessed.** |
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