

NOTE. This is a sample for application preparation purposes. This information must be keystroked into EGMS.

Work Plan

Organization Name:	
Application/Grant Name:	
Project Title:	
Total Request:	
Primary Target Population:	
Estimated Reach:	
Programmatic Contact Person:	
Telephone:	
Email:	

Guidance:

Using the following instructions please complete the chart below:

- **Goal:** Make sure your goals are clear and reachable, each one should be:
 - Specific (simple, sensible, significant)
 - Measurable (meaningful, motivating)
 - Achievable (agreed, attainable)
 - Relevant (reasonable, realistic and resourced, results-based)
 - Time bound (time-based, time limited, time/cost limited, timely, time-sensitive)
- **Objective (SMART):** Measurable steps your organization would take to achieve the goal
- **Key Indicator:** A measurable value that effectively demonstrates how you will achieve your objective(s)
- **Key External Partner:** Who you work with outside of your organization to achieve the goal
- **Key Activity:** Actions you plan carry out in order to fulfill the associated objective
- **Start Date and Completion Date:** The dates you plan to complete the associated activity
- **Actual Start Date and Completion Date:** The dates you actually started and completed the activity
 - Note: These columns should be entered by you and submitted to your project officer at the end of the budget period
- **Key Personnel:** Title of individuals from your organization who will work on the activity

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GOAL 1: *Expand the availability of health care transition (HCT) training to school-based health centers (SBHCs) and to community-based mental health providers using evidence-informed HCT interventions and tested quality improvement (QI) methodologies.*

Measurable Objectives/Activities:

Objective #1: *By the end of month 12, partner with School-Based Health Centers and move from customizing and piloting the Six Core Elements of HCT to full implementation in routine preventive and primary care.*

Key Indicator(s): *Number of students completing HCT readiness assessments, preparation of article on DC SBHC transition quality improvement initiative, number of presentations of SBHC transition results locally and nationally.*

Key External Partner(s): *DC DOH and SBHCs*

<u>Key Activities to Meet this Objective:</u>	<u>Start Date:</u>	<u>Completion Date:</u>	<u>Actual Start Date:</u>	<u>Actual Completion Date:</u>	<u>Key Personnel (Title)</u>
A. <i>In months 1-9, continue training/coaching SBHC clinical teams as they incorporate transition into routine clinic processes.</i>	<i>10/1/17</i>	<i>6/30/18</i>			<i>Primary Investigator Consultant</i>
B.					

Objective #2:

Key Indicator(s):

Key External Partner(s):

<u>Key Activities to Meet this Objective:</u>	<u>Start Date:</u>	<u>Completion Date:</u>	<u>Actual Start Date:</u>	<u>Actual Completion Date:</u>	<u>Key Personnel (Title)</u>
A.					
B.					

Objective #3:

Key Indicator(s):

Key External Partner(s):

<u>Key Activities to Meet this Objective:</u>	<u>Start Date:</u>	<u>Completion Date:</u>	<u>Actual Start Date:</u>	<u>Actual Completion Date:</u>	<u>Key Personnel (Title)</u>
A.					
B.					

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GOAL 2:					
Measurable Objectives/Activities:					
Objective #1:					
Key Indicator(s):					
Key External Partner(s):					
<u>Key Activities to Meet this Objective:</u>	<u>Start Date:</u>	<u>Completion Date:</u>	<u>Actual Start Date:</u>	<u>Actual Completion Date:</u>	<u>Key Personnel (Title)</u>
A.					
B.					
C.					
Objective #2:					
Key Indicator(s):					
Key External Partner(s):					
<u>Key Activities to Meet this Objective:</u>	<u>Start Date:</u>	<u>Completion Date:</u>	<u>Actual Start Date:</u>	<u>Actual Completion Date:</u>	<u>Key Personnel (Title)</u>
A.					
B.					
C.					
Objective #3:					
Key Indicator(s):					
Key External Partner(s):					
<u>Key Activities to Meet this Objective:</u>	<u>Start Date:</u>	<u>Completion Date:</u>	<u>Actual Start Date:</u>	<u>Actual Completion Date:</u>	<u>Key Personnel (Title)</u>
A.					
B.					
C.					

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GOAL 3:					
Measurable Objectives/Activities:					
Objective #1:					
Key Indicator(s):					
Key External Partner(s):					
<u>Key Activities to Meet this Objective:</u>	<u>Start Date:</u>	<u>Completion Date:</u>	<u>Actual Start Date:</u>	<u>Actual Completion Date:</u>	<u>Key Personnel (Title)</u>
A.					
B.					
C.					
Objective #2:					
Key Indicator(s):					
Key External Partner(s):					
<u>Key Activities to Meet this Objective:</u>	<u>Start Date:</u>	<u>Completion Date:</u>	<u>Actual Start Date:</u>	<u>Actual Completion Date:</u>	<u>Key Personnel (Title)</u>
A.					
B.					
C.					
Objective #3:					
Key Indicator(s):					
Key External Partner(s):					
<u>Key Activities to Meet this Objective:</u>	<u>Start Date:</u>	<u>Completion Date:</u>	<u>Actual Start Date:</u>	<u>Actual Completion Date:</u>	<u>Key Personnel (Title)</u>
A.					
B.					
C.					

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GOAL 4:					
Measurable Objectives/Activities:					
Objective #1:					
Key Indicator(s):					
Key External Partner(s):					
<u>Key Activities to Meet this Objective:</u>	<u>Start Date:</u>	<u>Completion Date:</u>	<u>Actual Start Date:</u>	<u>Actual Completion Date:</u>	<u>Key Personnel (Title)</u>
A.					
B.					
C.					
Objective #2:					
Key Indicator(s):					
Key External Partner(s):					
<u>Key Activities to Meet this Objective:</u>	<u>Start Date:</u>	<u>Completion Date:</u>	<u>Actual Start Date:</u>	<u>Actual Completion Date:</u>	<u>Key Personnel (Title)</u>
A.					
B.					
C.					
Objective #3:					
Key Indicator(s):					
Key External Partner(s):					
<u>Key Activities to Meet this Objective:</u>	<u>Start Date:</u>	<u>Completion Date:</u>	<u>Actual Start Date:</u>	<u>Actual Completion Date:</u>	<u>Key Personnel (Title)</u>
A.					
B.					
C.					