

**PROPOSAL WORK PLAN**

**GRANT PERIOD: FROM** \_\_\_/\_\_\_/\_\_\_ **TO** \_\_\_/\_\_\_/\_\_\_ **SUBGRANTEE NAME:** \_\_\_\_\_

**PROGRAM GOAL:**

**Complete for Each Program Goal**

<b>ACTIVITIES/SERVICES</b> List each specific activity or service that will be offered. Each activity or service should support the program goal.	<b>DESCRIPTION</b> Describe the length of each service or activity, how often it will be offered, the numbers to be served, the begin and end dates, etc.	<b>RESPONSIBLE STAFF/PARTNERS</b> List the name and position title of each individual who will be involved in delivering each activity	<b>OUTCOMES</b> List the outcomes that are planned to result from each service or activity.	<b>OUTCOME MEASURES</b> For each outcome, describe how you will know if it has been achieved.
1.			A. B. C.	A. B. C.
2.			A. B. C	A. B. C
3.			A. B. C	A. B. C
4.			A. B. C	A. B. C
5.			A. B. C	A. B. C
6.			A. B. C	A. B. C

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### **Instructions for Completing the Proposal Work Plan**

The design of the Proposal Work Plan allows for the program's performance to be measured.

Performance measurement is a system for measuring the *results* of public programs. Performance measurement enables legislators, funding sources, and communities to know what impact the dollars have had, i.e., *the effect or change in a person's life or in the well-being of a community that has resulted from the dollars invested*.

Performance measurement starts by asking, "What do I want to occur as a result of this service?"

#### **Performance measurement consists of:**

**Program Goals:** Desired results to be achieved by the program. Goals reflect the longer-term, global effects the program is intended to achieve. "Reducing welfare dependency" is an example of a goal. **(Important: Complete a separate Proposal Work Plan for each goal.)**

**Activities/Services:** List the key activities or services that will be provided in order to achieve each program goal.

**Description:** Describe how the services and activities will be carried out. Include timeframes, frequency, number of participants, etc.

**Responsible Staff/Partner:** Indicate the staff, including staff of partner agencies, responsible for carrying out each activity or service.

**Outcomes:** List the outcomes that will result from each activity or service. **Most activities or services will have more than one outcome.** Outcomes may include changes in behavior, knowledge, skills, attitudes, values, or condition.

**Outcome Measures:** Outcome measures are the means by which the success of an activity or service is measured. They document the status of an individual or family after a service has been provided. The most direct outcome measure is goal attainment. Other outcome measures can include interviews, observations, rating scales, surveys, focus groups, records, statistics, and research-based instruments with demonstrated reliability and validity. **Each planned outcome should have at least one outcome measure.**

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**EXAMPLE**

<b>Goal:</b>	To enable individuals to support themselves and their families through employment
<b>Activities/Services</b>	The contracting agency will provide pre-apprenticeship training to adults who have not completed high school and who are currently receiving TANF.
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<b>Description</b>	Three, 16-week, pre-apprenticeship training programs will be operated during the contract period. Fifteen to 20 individuals will be enrolled in each session.
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<b>Responsible Staff/Partner</b>	John Doe
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<b>Outcomes</b>	Seventy percent (70%) of individuals enrolled in each class will complete it. Of those who complete the class, 80% will find employment and/or enroll in a registered apprenticeship program within 30 days of program completion.
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<b>Outcome Measure (How you will know if the outcomes were achieved)</b>	Referral, enrollment, attendance, and completion tracking; follow-up with participants; verification of employment/enrollment in apprenticeship programs