

## 6. Scoping and Scheduling Work

What follows are several possible ways to organize your project's work plan. Project work plans are often organized in one of two ways: by the order of deliverables or by calendar year. This may be determined by a grant's application guidelines. If you are applying for funding, you will want to check to see if the grant you are applying for specifies a format for the work plan. You may want to look at examples of previous, successful grants for examples. Most federal grant agencies post vetted copies of previously awarded applications for this purpose.

### Preliminary Questions:

- 1 What is the period of performance for the project (often this is determined by potential funding source)?
- 2 Who are the key personnel, and what is their availability?
- 3 What are the resources available? (See *Resource Assessment worksheet*.)

### Major Areas of Project Work:

*Successful work plans consider the following types of work to be completed during the life-cycle of the project.*

- Planning and Research
- Content Development
- Technical Development
- Design
- Evaluation
- Outreach and Publicity
- Advisory Committee/Consultation with Outside Specialists

### Major Deliverables:

*Project plans that foreground the "deliverables" of the project keep the focus on what will be accomplished.*

- Deliverable 1:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:

- Deliverable 2:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:
- Deliverable 3:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:
- Deliverable 4:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:

## Work Plan Structure

### Calendar Driven

#### Year 1:

- Month:
  - Planning and Research
  - Content Development
  - Technical Development
  - Design
  - Evaluation
  - Outreach and Publicity
  - Advisory Committee/Consultation with Outside Specialists
- Month:
  - Planning and Research
  - Content Development
  - Technical Development
  - Design
  - Evaluation
  - Outreach and Publicity
  - Advisory Committee/Consultation with Outside Specialists
- Month:
  - Planning and Research
  - Content Development
  - Technical Development
  - Design
  - Evaluation
  - Outreach and Publicity
  - Advisory Committee/Consultation with Outside Specialists

#### Year 2:

- Month:
  - Planning and Research
  - Content Development
  - Technical Development
  - Design
  - Evaluation
  - Outreach and Publicity
  - Advisory Committee/Consultation with Outside Specialists
- Month:
  - Planning and Research
  - Content Development
  - Technical Development
  - Design
  - Evaluation

- Outreach and Publicity
- Advisory Committee/Consultation with Outside Specialists
- Month:
  - Planning and Research
  - Content Development
  - Technical Development
  - Design
  - Evaluation
  - Outreach and Publicity
  - Advisory Committee/Consultation with Outside Specialists

Year 3:

- Month:
  - Planning and Research
  - Content Development
  - Technical Development
  - Design
  - Evaluation
  - Outreach and Publicity
  - Advisory Committee/Consultation with Outside Specialists
- Month:
  - Planning and Research
  - Content Development
  - Technical Development
  - Design
  - Evaluation
  - Outreach and Publicity
  - Advisory Committee/Consultation with Outside Specialists
  -
- Month:
  - Planning and Research
  - Content Development
  - Technical Development
  - Design
  - Evaluation
  - Outreach and Publicity
  - Advisory Committee/Consultation with Outside Specialists

**Deliverable Driven**

*Phase 1 (month/year - month/year):*

*Phase 2 (month/year - month/year):*

*Phase 3 (month/year - month/year):*

*Phase 4 (month/year - month/year):*