# PROJECT WORK PLAN

***All text in italics is informational and should be deleted.***

*Applicants are encouraged to align their goals with specific activities that will meet those goals. Sample activities can include project administration and ramp-up; partnership engagement, outreach and recruitment; RAP enrollment and training; provision of supportive services; and follow-up tracking of apprentices to collect outcomes. For planning purposes, the applicant should identify key deliverables and the timeframe for achieving each deliverable, including any milestones to indicate progression of activities. The applicant should also provide the name of the lead or supporting institution engaged in each activity or producing each deliverable, including any partner organizations.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***GOAL #1*** | *Insert goal* | | |
| ***Activity:*** *Insert activity (Sample: Project Administration and Ramp- Up)* | *Insert description (if applicable)* | ***Lead/Support Implementer (s)*** | *Insert lead or supporting organization that will implement proposed*  *activity* |
| ***Deliverable(s):*** *Insert*  *deliverable(s)* | *Insert description (if applicable)* | | |
| ***Milestones*** | ***Timeframe*** | ***Deliverable Dates*** | |
| *Insert milestone* | *Insert timeframe for*  *deliverable* | ***Start:*** | *Insert start date* |
|  |  | ***End:*** | *Insert end date* |
|  |  | ***Annual Costs*** | |
|  |  | ***Year 1*** | ***$*** *Insert annual costs* |
|  |  | ***Year 2*** | ***$*** *Insert annual costs* |
|  |  | ***Year 3*** | ***$*** *Insert annual costs* |
|  |  | ***Year 4*** | ***$*** *Insert annual costs* |
|  |  | ***TOTAL*** | ***$*** *Insert 4 year total* |
| ***GOAL #2*** | *Insert goal* | | |
| ***Activity:*** *Insert activity (Sample: Project Administration and Ramp- Up)* | *Insert description (if applicable)* | ***Lead/Support Implementer (s)*** | *Insert lead or supporting organization that will implement proposed*  *activity* |
| ***Deliverable(s):***  *Insert*  *deliverable(s)* | *Insert description (if applicable)* | | |
| ***Milestones*** | ***Timeframe*** | ***Deliverable Dates*** | |
| *Insert milestone* | *Insert timeframe for*  *deliverable* | ***Start:*** | *Insert start* |
|  |  | ***End:*** | *Insert end date* |
|  |  | ***Annual Costs*** | |
|  |  | ***Year 1*** | ***$*** *Insert annual costs* |
|  |  | ***Year 2*** | ***$*** *Insert annual costs* |
|  |  | ***Year 3*** | ***$*** *Insert annual costs* |
|  |  | ***Year 4*** | ***$*** *Insert annual costs* |
|  |  | ***TOTAL*** | ***$***  *Insert 4 year total* |
| ***GOAL #3*** | *Insert goal* | | |
| ***Activity:*** *Insert activity (Sample: Project Administration and Ramp- Up)* | *Insert description (if applicable)* | ***Lead/Support Implementer (s)*** | *Insert lead or supporting organization that will implement proposed*  *activity* |
| ***Deliverable(s):***  *Insert*  *deliverable(s)* | *Insert description (if applicable)* | | |
| ***Milestones*** | ***Timeframe*** | ***Deliverable Dates*** | |
| *Insert milestone* | *Insert timeframe for*  *deliverable* | ***Start:*** | *Insert start* |
|  |  | ***End:*** | *Insert end date* |
|  |  | ***Annual Costs*** | |
|  |  | ***Year 1*** | ***$*** *Insert annual costs* |
|  |  | ***Year 2*** | ***$*** *Insert annual costs* |
|  |  | ***Year 3*** | ***$*** *Insert annual costs* |
|  |  | ***Year 4*** | ***$*** *Insert annual costs* |
|  |  | ***TOTAL*** | ***$***  *Insert 4 year total* |
| ***GOAL #4*** | *Insert goal* | | |
| ***Activity:*** *Insert activity (Sample: Project Administration and Ramp- Up)* | *Insert description (if applicable)* | ***Lead/Support Implementer (s)*** | *Insert lead or supporting organization that will implement proposed*  *activity* |
| ***Deliverable(s):***  *Insert*  *deliverable(s)* | *Insert description (if applicable)* | | |
| ***Milestones*** | ***Timeframe*** | ***Deliverable Dates*** | |
| *Insert milestone* | *Insert timeframe for*  *deliverable* | ***Start:*** | *Insert start* |
|  |  | ***End:*** | *Insert end date* |
|  |  | ***Annual Costs*** | |
|  |  | ***Year 1*** | ***$*** *Insert annual costs* |
|  |  | ***Year 2*** | ***$*** *Insert annual costs* |
|  |  | ***Year 3*** | ***$*** *Insert annual costs* |
|  |  | ***Year 4*** | ***$*** *Insert annual costs* |
|  |  | ***TOTAL*** | ***$***  *Insert 4 year total* |
| ***GOAL #5*** | *Insert goal* | | |
| ***Activity:*** *Insert activity (Sample: Project Administration and Ramp- Up)* | *Insert description (if applicable)* | ***Lead/Support Implementer (s)*** | *Insert lead or supporting organization that will implement proposed*  *activity* |
| ***Deliverable(s):***  *Insert*  *deliverable(s)* | *Insert description (if applicable)* | | |
| ***Milestones*** | ***Timeframe*** | ***Deliverable Dates*** | |
| *Insert milestone* | *Insert timeframe for*  *deliverable* | ***Start:*** | *Insert start* |
|  |  | ***End:*** | *Insert end date* |
|  |  | ***Annual Costs*** | |
|  |  | ***Year 1*** | ***$*** *Insert annual costs* |
|  |  | ***Year 2*** | ***$*** *Insert annual costs* |
|  |  | ***Year 3*** | ***$*** *Insert annual costs* |
|  |  | ***Year 4*** | ***$*** *Insert annual costs* |
|  |  | ***TOTAL*** | ***$***  *Insert 4 year total* |