



Fiscal Year 2018 Health Center Controlled Networks Non-Competing Continuation Progress Report: Sample Staffing Plan

Instructions for Completing the Staffing Plan

The Staffing Plan (submitted as Attachment 3) is only required if revisions have been made since the Staffing Plan was last submitted. This includes addition of any new staff as well as turnover in existing positions. Use the sample Staffing Plan shown below as a guide to provide justification for any change in staff required to execute the Health Center Controlled Networks (HCCN) project. Refer to the Staffing Plan guidance found in the Fiscal Year (FY) 2018 HCCN Non-Competing Continuation (NCC) Progress Report Instructions available on the [HCCN Technical Assistance](#) website.

NOTE: Additional information regarding responsibilities and qualifications of new key management staff must be submitted in other sections of the progress report as indicated in the instructions (i.e., Attachment 4: Position Descriptions for Key Project Staff and Attachment 5: Biographical Sketches for Key Personnel).

Sample HCCN Staffing Plan Excerpt

Position Title	Staff Name	Education and Experience Qualifications	General HCCN Project Responsibilities	Percent FTE	Annual Salary
Chief Executive Officer	J. Smith	MBA and 15 years of experience in executive management and leadership	Responsible for oversight of day-to-day HCCN operations, provides strategic direction in management of organization and activities	50	\$180,000
Project Coordinator	R. Doe	MPH and 6 years of experience in program management	Provides program management to staff and oversight of activities	100	\$75,950
Quality Improvement Team Lead	J. Jones	BA with 4 years of experience in quality improvement activities	Provides analysis and support for health center use of health IT in continuous quality improvement initiatives	100	\$65,000