

HRSA-15-140 National Cooperative Agreement (NCA) Project Work Plan Update Template

INSTRUCTIONS:

- 1.** The Project Work Plan Update will highlight any changes planned for the FY 2016 budget period (July 1, 2016 through June 30, 2017).
- 2.** Applicants will update their most recently approved 22-month Project Work Plan, modifying only the fields listed as editable below. This version of the Project Work Plan should include all of the fields that were included in the Project Work Plan negotiated with your Project Officer following the September 1, 2015 award.
- 3.** This template includes guidance regarding the completion of editable fields (highlighted in red).
- 4.** Limit changes to those necessary to best achieve the previously approved Target Area Specific Measure(s) Expected Impact. Highlight fields with updates to facilitate Project Officer review of proposed changes.

Target Area: *Do not edit or delete information in this field.*

Target Area Specific Measure: *Do not edit or delete information in this field.*

Target Area Specific Measure Expected Impact Narrative: *Do not edit or delete information in this field.*

Key Factors: Editable*If necessary, update the key factors predicted to contribute to and restrict progress. Highlight rows with changes.*

No.	Type	Key Factor Description
1		
2		
3		
4		
5		

The following fields are completed for each Target Area Specific Measure.

Activities:

Activity 1: Editable*If necessary, update activities planned for the upcoming budget period. Highlight cells/rows with changes.*

Activity Audience	Person/Area Responsible	Time Frame	Expected Outcome
Editable <i>If necessary, update the audience, ensuring that at least 2 activities are planned for each audience under each Target Area Specific Measure.</i>	Editable <i>If necessary, update the person/position that will be responsible and accountable for carrying out each activity.</i>	Editable <i>If necessary, update the timeline for carrying out each activity.</i>	Editable <i>If necessary, update the principle outcome for each activity (i.e., quantitative and qualitative results).</i>

Activity 2: Editable*If necessary, update activities planned for the upcoming budget period. Highlight cells/rows with changes.*

Activity Audience	Person/Area Responsible	Time Frame	Expected Outcome
<p>Editable <i>If necessary, update the audience, ensuring that at least 2 activities are planned for each audience under each Target Area Specific Measure.</i></p>	<p>Editable <i>If necessary, update the person/position that will be responsible and accountable for carrying out each activity.</i></p>	<p>Editable <i>If necessary, update the timeline for carrying out each activity.</i></p>	<p>Editable <i>If necessary, update the principle outcome for each activity (i.e., quantitative and qualitative results).</i></p>

Activity 3: Editable*If necessary, update activities planned for the upcoming budget period. Highlight cells/rows with changes.*

Activity Audience	Person/Area Responsible	Time Frame	Expected Outcome
<p>Editable <i>If necessary, update the audience, ensuring that at least 2 activities are planned for each audience under each Target Area Specific Measure.</i></p>	<p>Editable <i>If necessary, update the person/position that will be responsible and accountable for carrying out each activity.</i></p>	<p>Editable <i>If necessary, update the timeline for carrying out each activity.</i></p>	<p>Editable <i>If necessary, update the principle outcome for each activity (i.e., quantitative and qualitative results).</i></p>

Activity 4: Editable*If necessary, update activities planned for the upcoming budget period. Highlight cells/rows with changes.*

Activity Audience	Person/Area Responsible	Time Frame	Expected Outcome
<p>Editable <i>If necessary, update the audience, ensuring that at least 2 activities are planned for each audience under each Target Area Specific Measure.</i></p>	<p>Editable <i>If necessary, update the person/position that will be responsible and accountable for carrying out each activity.</i></p>	<p>Editable <i>If necessary, update the timeline for carrying out each activity.</i></p>	<p>Editable <i>If necessary, update the principle outcome for each activity (i.e., quantitative and qualitative results).</i></p>

Required Evaluative Measures: *Do not edit or delete information in this field.***Standard Evaluative Measure 1:** How many formal T/TA sessions are planned?**Goal:** *Do not edit or delete information in this field.***Standard Evaluative Measure 2:** How many health center representatives will participate in T/TA sessions?**Goal:** *Do not edit or delete information in this field.***Standard Evaluative Measure 3:** How well will health center representatives report that the T/TA met the stated objectives?**Goal:** *Do not edit or delete information in this field.***Standard Evaluative Measure 4:** How likely will health center representatives be to report that they will apply information, including best practice models, provided via T/TA activities?**Goal:** *Do not edit or delete information in this field.*