

## SAMPLE FY 2016 PROJECT WORK PLAN

Revise the Project Work Plan as needed to outline activities planned for the FY 2016 budget period (July 1, 2016 through June 30, 2017). The FY 2016 Project Work Plan form will be pre-populated with information submitted in the last NCA NCC Progress Report. Directly in EHB, update the editable fields as indicated, below. For the purpose of this sample, the Management focus area was selected.

**Target Audience: Health Centers Serving Special Populations**

**Core Function A – Program Requirements**

**Focus Area - Management:** Provide training/technical assistance (T/TA) on workforce recruitment and retention of health center staff (e.g., health center managers, providers, other staff) and board members. **(Maximum 500 characters)**

Develop and implement a workforce T/TA assistance plan to support special population health center recruitment and retention efforts, including strategies focused on health center managers, providers/staff, and board members.

***This information will prepopulate from the FY 2015 Project Work Plan. See the Progress Report Instructions for NCAs funded under HRSA-14-031 for details regarding which, if any, focus areas can be deleted.***

**Key Factors:** *Identify a minimum of 2 and a maximum of 5 key factors impacting the selection of activities to be conducted under this focus area, citing data sources utilized in the selection (e.g., needs assessments, focus groups). Include at least one contributing and one restricting factor. (Maximum 500 characters)*

1. Restricting: Health centers experience high staff turnover due to a variety of reasons which impacts their ability to provide primary care services to their patient population. Health centers with consistent workforce shortages need technical assistance in leveraging their available resources effectively.
2. Contributing: The steady growth of federally funded health centers over the past five years and the implementation of the Affordable Care Act has increased the demand for qualified and trained health center managers, staff, and board members.

***This information will prepopulate from the FY 2015 Project Work Plan. Key Factors that do not need to be updated require no action.***

**Activity 1: Identify the major T/TA Activities planned for the final year of the proposed project period (July 1, 2016 through June 30, 2017). (Maximum 500 characters)**

Conduct a comprehensive needs assessment with health center managers, providers, staff, and board members via telephone, e-mail, web, and face-to-face meetings to develop a workforce recruitment and retention plan.

***This information will prepopulate from the FY 2015 Project Work Plan. Update the activities as needed to reflect activities planned for the upcoming budget period of July 1, 2016 through June 30, 2017. At least 2 activities must be listed for each focus area; additional activities can be added for each focus area for maximum of 8 per area. Within each activity, identify at least 1 person/area responsible, time frame, and expected outcome.***

<b>Person / Area Responsible</b> (Maximum 500 characters)	<b>Time Frame</b> (Maximum 500 characters)	<b>Expected Outcome</b> (Maximum 1,500 characters)	<b>Comments</b> (Maximum 1,500 characters)
<i>This information will prepopulate from the FY 2015 Project Work Plan. Update as needed to focus on FY 2016 plans.</i>	<i>This information will prepopulate from the FY 2015 Project Work Plan. Update as needed to focus on FY 2016 plans.</i>	<i>This information will prepopulate from the FY 2015 Project Work Plan. Update as needed to focus on FY 2016 plans.</i>	<i>This information will prepopulate from the FY 2015 Project Work Plan. Update as needed to focus on FY 2016 plans. This field can be left blank.</i>

**Activity 2: Identify the major T/TA Activities planned for the second year of the proposed project period of July 1, 2016 through June 30, 2017. (Maximum 500 characters)**

Develop a comprehensive educational module for health center staff focused on the areas of staff motivation, communication guidelines, and time management.

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<b>Person / Area Responsible</b> (Maximum 500 characters)	<b>Time Frame</b> (Maximum 500 characters)	<b>Expected Outcome</b> (Maximum 1,500 characters)	<b>Comments</b> (Maximum 1,500 characters)
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**Goals:** *If Focus Areas are added, new Evaluative Measure goals for the end of the project period (by June 30, 2017) must be established.*

<b>Evaluative Measure 1:</b> How many formal training/technical assistance sessions are planned (e.g., planned and structured training/technical assistance sessions with specific objectives and outcomes, to include virtual and on-site sessions)?	<b>Goal:</b> <i>End of Project Period Goal.</i>	<i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i>
<b>Evaluative Measure 2:</b> How many health center representatives will be trained?	<b>Goal:</b> <i>End of Project Period Goal.</i>	<i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i>
<b>Evaluative Measure 3:</b> Based on surveys administered to health center representatives at trainings, how well will health center representative report that the training/technical assistance met the stated objectives?	<b>Goal:</b> <i>End of Project Period Goal.</i>	<i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i>
<b>Evaluative Measure 4:</b> Based on surveys administered to health center representatives at trainings, how likely will health center representatives be to apply information from the training/technical assistance in their Health Center Programs/organizations?	<b>Goal:</b> <i>End of Project Period Goal.</i>	<i>This information will prepopulate from the FY 2015 Project Work Plan and will be locked.</i>

**Expected Impact: Describe the ultimate outcome (expected impact) of all activities under this Focus Area.**

Special population health centers will develop and implement a strategy to support recruitment and retention efforts of qualified health center managers, providers, staff, and board members. *(Maximum 1,500 characters)*

*This information will prepopulate from the FY 2015 Project Work Plan, but NCAs should update the information if necessary. If new Focus Areas are added, new Expected Impact narrative for the end of the project period (by June 30, 2017) must also be provided.*