

## Sample FY 2016 Project Work Plan Update

The table below is for reference only. Start with the FY 2015 Project Work Plan submitted with your FY 2015 application (or the version approved by your Project Officer if your Project Officer requested post-award revision), and update it as needed to highlight any changes planned for the FY 2016 budget period (August 1, 2016 through July 31, 2017).

Highlight fields with updates to facilitate Project Officer review of proposed changes. The column instructions below should be followed if you add new Goals or Key Action Step rows.

Goal 1:				
Key Action Steps	Timeline	Expected Outcome	Data Source and Evaluation Methodology	Person/Area Responsible
<i>Define each action step on its own row. Define as many action steps as necessary by adding rows to the table.</i>	<i>An expected completion date (month and year) must be defined for each action step.</i>	<i>An expected outcome must be defined for each action step.</i>	<i>Identify the process to be utilized to track and measure change.</i>	<i>A responsible person must be identified for each action step.</i>
Goal 2:				
Key Action Steps	Timeline	Expected Outcome	Data Source and Evaluation Methodology	Person/Area Responsible
		<b>Highlight areas of change projected for the FY 2016 budget period.</b>		
Goal 3:				
Key Action Steps	Timeline	Expected Outcome	Data Source and Evaluation Methodology	Person/Area Responsible
	<b>Highlight areas of change projected for the FY 2016 budget period.</b>			