



Sample FY 2020 Project Work Plan Update

The table below is for reference only. Start with the FY 2019 Project Work Plan Update submitted with your FY 2019 progress report, and update it as needed to highlight any changes planned for the upcoming FY 2020 budget period (August 1, 2020 through July 31, 2021).

Highlight fields with updates to facilitate Project Officer review of proposed changes. Any previously highlighted changes indicated in the FY 2019 Project Work Plan Update submitted with your FY 2019 progress report should not be highlighted. Only highlight changes planned for the FY 2020 budget period. 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
		Highlight areas of change projected for the FY 2020 budget period.		
Goal 3:				
Key Action Steps	Timeline	Expected Outcome	Data Source and Evaluation Methodology	Person/Area Responsible

	Highlight areas of change projected for the FY 2020 budget period.			