

Summary of How To Use Work Plan Sample

This work plan outlines the basics you need to keep track of the councils, committees, and projects active at your organization. It helps to keep the councils, committees, and projects organized and on track.

The List of Projects is a summary list of the active councils, committees, or projects active within your organization. This will give an overview of the projects' progress and members.

Sample Project is a workplan template used to track the objectives and progress of any given council, committee, or project.

"SMART" Objectives

To help make realistic and attainable goals for project management, we recommend reflecting upon "SMART" Objectives*, which are goals that have a set of specific characteristics:

Specific: Targets a specific area for improvement as identified by staff and caregivers.

Measureable: Includes a quantifiable indicator of progress.

Assignable: Outlines a specific person(s) to accomplish the objective.

Realistic: States what results can be realistically achieved based upon the resources.

Time-related: Outlines a deadline for the a goal to be completed.

*Doran, G.T. (1981) There's a S.M.A.R.T. way to write management's goals and objectives. Management Review (AMA FORUM) 70 (11): 35–36.



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Delete this sheet for your use.

List of Councils, Committees, and Projects

Name	Description	Goals	Knowledge and Skills Required	Lead	Staff Involved	Caregivers Involved	Notes
Name of the council, committee, or project	A brief summary of the council, committee, or project with expected duration.	The primary goal or end product of the council, committee, or project.	Knowledge and skills members must have to be eligible for recruitment for the council, committee, or project.	Name and official title of the member leading the council, committee, or project.	Staff members involved with the council, committee, or project.	Caregiver advisors involved with the council, committee, or project.	Additional details about the council, committee, or project.

Name of Sample Council, Committee, or Project

Objectives	Milestones	Action Plan	Required Resources	Expected Deadline	Status	Completed Steps	Celebration	Comments
What do you wish to accomplish?	What tasks/outputs/deliverables do you expect to accomplish to fulfill the objective?	What specific actions do you need to take in order to complete the milestones?	What do you need from the organization to complete the milestones and accomplish the objective?	When do you expect to accomplish the objective and each milestone?	What is the current status of the objective?	Which milestones have already been completed?	What do you plan to do to celebrate the accomplished milestones.	Additional comments.