

DP22-2202: National Comprehensive Cancer Control Program (NCCCP) Work Plan Guidance

A *work plan* is a document often created in chart form and used as a program management tool to provide direction and guidance for the overall program. The following recommended components follow each other in the work plan development process and are designed to be used for program planning, implementation, and monitoring progress toward reaching program goals. Applicants should use the template to document their detailed work plan for Year 1 of the award and provide a general summary of work plan activities for Years 2 through 5 in narrative form.

1. Notice of Funding Opportunity (NOFO) Strategy

The *NOFO Strategy* is a group of activities that when implemented, achieves the short-, intermediate-, and long-term outcomes of the NOFO. NCCCP work plans must align with the NCCCP strategies in CDC-RFA-DP22-2202. For the full list of NCCCP strategies, see *CDC Project Description, Approach, Strategies & Activities, Program 2: NCCCP*. Applicants are encouraged to review the NCCCP Quick Start Guide, SMART- IE Infographic, Healthy Equity Guide, Decision Matrix, Data Sources, and Logic Model for guidance.

2. Objectives (Key Deliverables) Proposed and Produced

The *objectives* (also called *key deliverables*) are the main outputs or changes that will occur as a result of successfully implementing the strategy. List key SMART-IE objectives you will complete during Year 1. SMART-IE objectives are specific, measurable, attainable, relevant, time-based inclusive, and equitable. Please refer to the SMART-IE Infographic on the NOFO website. Each objective should include a planned date for completion and what is to be accomplished. Most objectives will contain a number indicating quantity, percentage, or other progress indicator. Please note that progress should be an increase or decrease in the progress indicator.

3. Activities

An *activity* is a measurable step to achieve the strategy. This section describes key activities you will complete during Year 1. Applicants should list the coalition member responsible for leading implementation. Activities are significant steps that can be used to determine a program's status at any point in time and can be measured during the period of performance. Activities answer, "What steps must be completed to achieve the strategy?"

4. Performance Measure

A *performance measure* quantifies progress towards achieving activities. They are realistic, measurable standards that a program sets for itself to gauge progress. Multiple performance measures may be required to assess progress of a particular strategy or activity. Performance measures should contain a numeric value or clearly observable behavior; for example, the number of patient navigators trained on cancer survivors' needs and resources.

5. Start and End Date

The time frame should include an *approximate start and end date* for the activity. To determine a reasonable time frame, consider how long it will take to assess progress, previous experience, and other activities you are planning.

6. Personnel Assigned

Determine which *team members* are responsible for each of the activities involved. Consider who is appropriate to lead the activity and staff constraints given other activities you are planning.

7. Progress Report

The final component of the work plan is the *progress report* that describes:

- Objectives completed (key deliverables produced) to date
- Successes and significant accomplishments
- Challenges and major problems encountered
- Progress status for each activity.
- Work plan revisions needed

NCCCP Templates

Work Plan

Applicants are encouraged to use the below template for the work plan in the application. Recipients will be asked to complete future work plans and progress reports in the Award Management Platform (AMP). Use of this template will aid with future data entry. Additional reporting components may be added in the future.

NCCCP Work Plan Template [insert year]			
NOFO Strategy:			
Key Deliverables Proposed:			
Activities	Performance Measure(s)	Start and End Date	Personnel Assigned

Progress Report Template

This section will be used for reporting future progress to NCCCP and will not be used for this application process. Progress Reports will be completed in AMP.

NCCCP Progress Report Template [insert year]				
NOFO Strategy:				
Key Deliverables Produced:				
Activities	Performance Measure(s)	Start and End Date	Personnel Assigned	Status
Successes:				
Challenges:				