

Appendix D

Guidelines for the Development of PRC Work Plan

Work Plan Requirements

The work plan should reflect the center key elements of: infrastructure and administration; community engagement, partnerships, and technical assistance; communication and dissemination; training; and evaluation; and the applied public health prevention research project as listed in the Funding Opportunity Announcement. The requirements for the research section relate to the Applied Public Health Prevention Research Project. The work plan should not exceed 20 pages.

For each of the 5 elements of the Center (infrastructure and administration; community engagement, partnerships, and technical assistance; communication and dissemination; training; and evaluation;) and for the Research Project provide the following:

- The 5-year project period goal (up to 3 goals per section)
- Long-term impact or outcome of the project period goal
- Long-term measure of success
- SMART Annual Objectives for the next budget period
- Activities for each annual objective (up to 4 activities per objective)
- Person responsible for the activity
- Anticipated completion date

Definitions

Five Year Project Period Goal:

- An outcome statement that defines what the program intends to accomplish over the five year project period. No more than 3 goals should be developed for each section (Administration and Infrastructure, Community Engagement and Partnerships, Communication and Dissemination, Training, Evaluation, and the Research Project).
- Each goal should be written so that the desired outcome is clear.
- Each goal should be SMART (see definition below), concise, free of jargon, and easily understood.
- Each goal should include at least one measure of success (see definition below).

Long Term Impact or Outcome:

- A statement describing the intended effect or result if the project period goal is achieved

Long Term Measure(s) of Success:

- Standard developed to assess progress toward achieving project period goal.

Annual Objective:

- Precise, time-based, and measureable actions that support the completion of a project period goal.
- The objective should cover one budget year.
- Up to 5 annual objectives may be written for each project period goal.
- Each objective should be SMART, concise, free of jargon, and easily understood.

SMART

- **S=Specific:** an objective should be precise and should focus on a single result. A specific objective answers the questions, “who, what, where, and how?”
- **M=Measurable:** an objective should include specific criteria or measures that indicate whether the objective has been met. A good measure answers the question, “how will we know if we have accomplished the objective?”
- **A=Achievable:** an objective should be attainable and within the center’s or program’s reach.
- **R=Realistic:** an objective should be realizable given the time, resources, and activities proposed and available.
- **T=Time-bound:** an objective should include the date it will be started and the date the center expects to complete it.

Annual Activity:

- Key events or actions implemented to achieve a specific annual objective.
- Up to 4 annual activities may be written for each annual objective.

Completion Date:

- Actual or anticipated completion date for the activity.

Work Plan Template

Provide a Work Plan for each of the 5 sections of the Center Core (infrastructure and administration; community engagement, partnerships, and technical assistance; communication and dissemination; training; and evaluation;) and for the Research Project as in the template below:

Funding Opportunity Announcement Section: __ Infrastructure __ Community Engagement __ Communication __ Training __ Evaluation __ Research			
Project Period Goal (up to 3) 1: An outcome statement that defines what the program intends to accomplish over the five year project period.			
Long-term Impact or Outcome 1: A statement describing the intended effect or result if the project period goal is achieved.			
Long-term Measure of Success 1: Standard(s) developed to assess progress towards achieving project period goal and outcome.			
Annual Objectives (limit 5 objectives per goal)	Activities (limit 4 activities per objective)	Team Member Responsible	Completion Date
Precise, time-based, and measurable actions that support the completion of a project period goal. Objective 1.1	Key events or actions implemented to achieve a specific annual objective Activity 1.1.1		Actual or anticipated completion date for the activity