

PROJECT PROPOSAL WRITING

Work-Plan

Preamble

The work plan is the keystone document of your project. It is where the goals and objectives from the proposal are explicated into a series of defined tasks which, if completed, will manifest the project into reality. The functional requirements and constraints, proposal, and site assessment from last quarter provide critical information and frame work to formulate the work plan. In addition, the activities of the first three weeks of this quarter (planting design workshop, materials estimating exercise, and draft budget and planting plan) should lead into the development of your work plan. Work plan is a guide of your activities. You can use the work plan as a project manager/coordinator to plan your work when approved. Some funders are flexible with how the work plan is carried out when approved so be creative but realistic. A work plan is an outline of a set of goals and processes by which a team and/or person can accomplish those goals, offering the reader a better understanding of the scope of the project. Work plans, whether used in professional or academic life, help you stay organized while working on projects. Through work plans, you break down a process into small, achievable tasks and identify the things you want to accomplish. Learn how to write a work plan so that you can be prepared for upcoming projects.

Learning Objectives

1. To understand definition of work plan and to understand how to write it.

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	<p>Review expenses from last year to agree upon budget categories. Create a tab for each department member.</p> <p>Develop Excel spreadsheet with budget categories,</p>					
	<p>Goal Organize all communication for biannual conference.</p> <p>Sub Tasks List all points of communication or various tools needed, including direct email, social media, Smith School and U of MD websites, etc. Review list with supervisor to uncover any gaps.</p>	<p>Confirm Ma timeframe for brainstorming, reviewing, and helping implement communication plan.</p> <p>Determine various departments to partner with on generating participant lists and interest to promote conference and determine how much lead time is needed to</p>	<p>Request to be put on department meeting agenda to get feedback on communication strategy and schedule period check-ins with department</p> <p>Set up recurring meetings with committee members to continue to inform</p>	<p>Phase I Complete and present initial plan by July 1, 2011</p> <p>Phase II Edit plan by August 5, 2011</p> <p>Phase III: Implement plan from</p>	<p>Put together one page, what's in it colleagues to participate list and provide easy to use format for generating list. Ask colleagues what obstacles they face in producing the participant list to be proactive in removing obstacles.</p> <p>Send electronic reminder 1 week & 3 days before deadline. Follow up in person if needed.</p>	

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<p>Create a timeline for getting communication written, approved, and sent out.</p> <p>Develop core list of potential participants listed by audience.</p> <p>Determine how we will evaluate the effectiveness of the communication.</p>	<p>get list.</p> <p>Learn about conference content, tagline, and key speakers from going to conference committee meetings.</p> <p>Ask for the subject, —communication put on all conference committee agendas.</p>	<p>committee on progress of communication strategy and to ask for their ideas.</p> <p>Budget for signage and formal thank you notes.</p>	<p>October 7 — February 3, 2012.</p> <p>Phase IV: Evaluate plan by March 2, 2012.</p> <p>Share results by the end of March</p>	<p>Share results by the end of March.</p>
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Reflective Question

Define a work plan and explain its main contents