

Work Plan Guidelines

Work Plan Narrative: This section shall include:

The top of the first page of the Work Plan should provide the following.

Project Plan

Principal Investigator: <insert name>

Organization: <insert name>

Project title: <insert title>

For Period: <insert period>

Problem: The work plan shall briefly restate the problem to be addressed and work to be undertaken.

Project Objectives: State the desired outcomes from the project as they relate to the stated problem.

A well-conceived information transfer objective is required of all proposed projects.

Work Plan: If the proposed project work plan deviates significantly from the original scope of work, provide an explanation.

- Specify the approach that will be taken to achieve the project objectives during the project year.
- Describe, in sufficient detail to facilitate evaluation, all tasks to be performed during the project year. Include a discussion of the role and activities of any planned subcontractors and consultants.
- Briefly describe work to be performed in subsequent year(s), if applicable.
- Discuss the responsibilities of key project personnel and organizations in carrying out the work plan.

Project Evaluation:

- Describe how the project objectives will be measured and what will constitute a successful project.
- Describe the project deliverables and the proposed methods for transferring them to appropriate audiences.
- If follow-up evaluation is envisioned, specify the methodology, resources available (financial and otherwise) and how the follow-up results will be made available to the public.

Project Schedule: Provide a time schedule for each major task discussed in the Plan of Work. A suggested format is available at www.iowaenergycenter.org/funding/gp-tech.

Budget: Use the proposal budget form available at www.iowaenergycenter.org/funding/gp-tech for the lead organization and all proposed subcontracts. Read the instructions before completing your budget form.

Sufficient project resources shall be allocated for project evaluation and public dissemination of the project results.

Budget Narrative: For each budget category, provide written justification for the requested amount.