**WORKPLAN INSTRUCTIONS**

Utilizing the workplan template provided below, please detail the major components of the project as identified by the column headings on the workplan:

**Activity:** Key actual events or actions to take place to implement the project successfully.

**Responsibility:** Key Individual(s) responsible for the indicated activity or task.

**Output (Product):** Specific result or deliverable expected at successful completion of activity or task.

**Time Line:** Date by which specific activity will be completed.  
[**Note:** All activities for this cycle should not commence prior to the cycle’s start date and must be completed within 12 months or less.]

The completed workplan should be uploaded as an attachment to your proposal in the section marked ***Program/Project Questions*. This form is not required for requests with General Operating Support.**

**AGENCY NAME:**

**PROPOSAL WORKPLAN**

| Activity | **Responsibility** | **Output (Product)** | Time Line |
| --- | --- | --- | --- |
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