



Energy Efficiency Training Grant Work Plan Template

Purpose:

This workplan must be submitted with the Energy Efficiency Training Grant application. Use this template to further describe the proposed program outlined in the application. These goals and objectives will be used during the reporting process to determine the success of the program.

Instructions:

Complete the tables below to show specific dates and goals for the proposed program. Make sure that the stated goals reflect the stated budget, included in the budget template. You may use information you have already provided in the application or budget template where appropriate. Be as specific as possible when identifying projected goals and timelines.

Organization Name	
Workplan Contact Name	
Contact Phone	
Contact Email	

Program Goal (What is the purpose of this program? What need will this program address?)

Program Overview (How will this program be implemented? What will the program look like?)

Program Objectives

List specific objectives for the proposed program. These objectives are a list of measurable actions intended to achieve the program goal. What do you hope to achieve? What benefit will be delivered?

Objective Number	Objective	Benefit

Activities:

List the activities that will be completed to achieve the objectives.

Objective this activity will support. (Number from objective table.)	What is the planned activity that will be completed?	Timeline for the activity. (When will this be completed?)	What specific outcome will be the result of this activity.	What metric will be used to track whether the outcome is successful?	Notes

What are some potential risks associated with this program? What are things that might prevent the program from being successful?

What are you going to do to reduce the chances that these risks will prevent a successful program outcome?