

Teen Pregnancy Prevention (TPP) Program Work Plan Guidance

Your work plan is an ongoing monitoring and evaluation tool for both the recipient and OPA to use throughout the project. As such, changes to the work plan may be necessary at the beginning of the project – particularly in response to ORC weaknesses and OPA feedback - as well as over the course of the project. Recipients should consult with their project officer to discuss any necessary changes.

Your streamlined work plan should include:

- **All grant expectations**
 - See your *FOA Expectations Chart*

- **Long-term goal(s) that spans the life of the project**
 - A goal is a broad statement that describes the purpose of your project and the expected long-term impact you hope to achieve as a result of your project. OPA recommends focusing on 1-2 goals for your project.

- **Objectives and activities that will be completed during the upcoming year to assist in achieving the long-term goal(s)**
 - An objective is a statement describing the results to be achieved and the manner in which these results will be achieved. All objectives should be SMART (specific, measurable, achievable, realistic, and time-phased) and clearly aligned with the logic model for your project
 - For each objective:
 - Identify how you will determine when the objective has been accomplished
 - Indicate which OPA expectation the objective is aligned with
 - List the activities that will be implemented to accomplish the objective
 - Provide a timeline, including specific dates, for accomplishing each activity
 - Identify the person/agency responsible for completing each activity

Finally, while not all objectives may be aligned with specific OPA expectations, OPA does expect that each expectation will be aligned with at least one work plan objective. Please note that if your work plan does not already include an objective and corresponding activities for one or more of the OPA expectations, OPA does expect that you will create a new objective with corresponding activities for that expectation.

GRANTEE NAME
 Example Work Plan
 Year 1 Start Date – Year 1 End Date

Note: This template is just an example meant to demonstrate one possible organizational scheme.

Goal 1:																	
Objectives	FOA Expectation(s)	Activities	Timeline											Measures of Accomplishment	Person(s) Responsible		
			J	A	S	O	N	D	J	F	M	A	M			J	
Objective 1: <i>Rationale</i>		Activity 1:															
		Activity 2:															
		Activity 3:															
Objective 2: <i>Rationale</i>		Activity 1:															
Goal 2:																	
Objective 1: <i>Rationale</i>		Activity 1:															