



writing for *green*

The Workplan

Today's Objectives

By the end of the session, you will

- **Outline a proposal's work plan/methodologies and activities section.**
- **Improve your ability to write an effective workplan.**
- **Better understand what makes a workplan effective/ ineffective.**

Today's Agenda



Group Discussion: Workplan and its Key Components



Group Work: Developing a Workplan Outline



Feedback Session and Discussion

Workplan Key Components

- Goals and objectives
- Activities - list of events, etc.
- Outputs
- Timeline/list of activities/milestones
- Implementation plan
- Roles & responsibilities of key staff



Sample Workplans, Tools and RFAs

[RFA Example 1: EJCPS](#)

[Example Workplan 1](#)

[Timeline Example](#)

[RFA Example 2 - Air Qlty](#)

[Example Workplan 2](#)

[Workplan Template](#)

[RFP Example 3 - RWJF](#)

[Example Workplan 3](#)

[NOFO Example 4 - USDA](#)

Compare the 3 Example Work Plans to Each Other

What is similar

- Objectives included
- Organized by objectives and elaborated
- Use of headings/subheadings/Formatting to create organization

What is different, why, and does it matter?

- Based on funder requirements.

Group 1 (Courtenay) de-brief

What (list items for all students, here) was effective in the work plans?

- Drilling down from the big picture
- Clear statements of what will actually be done - the to-do/implementation list
- Two different formats, but they both work - one more of a list, and the other more narrative, but both clearly organized
- Strong narrative explanations - those allow you to tell a bit more of a story/explain a bit more - can also explain how one thing relates to the next
- If bullets, needs to logically flow from one to the next

What (list items for all students, here) would have made the work plan more effective?

- Incorporate another goal that encapsulates the benefits of having an arboretum
- More info on hiring / staff management for the arboretum
- Adding more objectives into Bridge's
- Adding details about orgs you have relationships with
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Group 1 (Aaron) de-brief

What (list items for all students, here) was effective in the work plans?

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What (list items for all students, here) would have made the workplan more effective?

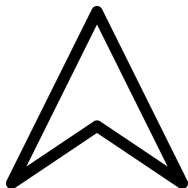
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What to Expect Next!

Session Assignment: Continue drafting the Workplan (share with a coach if you would like feedback).

Thank you for joining us today! Before moving onto the next session, let us know what you enjoyed about today and what we can improve for the future.

Exit Ticket



Session Handouts:

- [L5E Handout 1 - Workplan Example 1](#)
- [L5E Handout 2 - Workplan Example 2](#)
- [L5E Handout 3 - Workplan Example 3](#)
- [L5E Handout 4 - Timeline Examples](#)
- [L5E Handout 5 - Workplan Template](#)

