Work Plan Gantt Chart & Staffing Plan Templates

Instructions: Use the Gantt Chart template below to convert your Activities List into a Work Plan. Add tasks necessary to complete each activity to the provided rows, indicating who is responsible for the task and when it will take place (by filling timeline cells in with color). Consider what procurement, staffing, and training tasks need to take place for success; when it makes sense for tasks to occur; and what internal governance, evaluation, and compliance milestones accompany each activity. Feel free to add or delete rows, years, or categories as needed to align with your specific program plan (to do so, right click an existing row or column and select "Delete Row/Column" or "Insert Row/Column Above/Below Left/Right" from the drop down menu that appears. When you are ready, delete the example rows and submit to your coach for feedback. Add additional rows in each section, as necessary.

Program Work Plan	Year 1				Year 2				Year 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Program Administration												
Example. Convene governance committee quarterly through project term	X	X	X	X	X	X	X	X	X	X	X	X
Example. Procure all vendors and hire and train program staff	X	X										
Program Implementation												
Community Outreach												
Compliance & Reporting												

© 2025 Writing for Green, LLC

Instructions: Once your Gantt chart draft is complete, look through the tasks listed and identify what staff members will be needed to deliver on your work plan. Think through supervisory structures and administrative tasks as well as program responsibilities. After identifying the program responsibilities that will fall under each staff role, consider how much time their responsibilities will take. Congrats! You've now drafted a staffing plan for your program.

Program Staffing Plan			
Staff Role	**Name**	**Program Hours**	**Program Responsibilities**
Example. Outreach Associate	*New Hire*	*FTE*	• *Liaise with vendors to finalize outreach materials* • *Distribute digital and direct mail outreach to residents* • *Organize and host town hall meetings quarterly through project period*
Example. Executive Director	*Amelia Rome*	*5 hrs/wk*	• *Supervise Outreach Associate* • *Convene governance committee quarterly* • *Sign off on disbursement of funds and final reports*

© 2025 Writing for Green, LLC