**Agency:XXXXXXXXXXXXXXXXXXX**

**Project Title: XXXXXXXXXXXXXXXXXXXXXXX**

**Goal #1:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Objective/Major Activity:**  | **Benchmarks (outputs)** | **Timeline** |  |  |  |  |  |  |  |
| **Q1**  | **Q2**  | **Q3**  | **Q4**  | **Q1**  | **Q2**  | **Q3**  | **Q4**  | **Estimated Completion Date (month end)**  |
| **1.**  |  |  |  |  |  |  |  |  |  |  |
| **2.**  |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |

**Goal #2:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Objective/Major Activity:**  | **Benchmarks (outputs)** | **Timeline** |  |  |  |  |  |  |  |
| **Q1**  | **Q2**  | **Q3**  | **Q4**  | **Q1**  | **Q2**  | **Q3**  | **Q4**  | **Estimated Completion Date (month end)**  |
| **1.**  |  |  |  |  |  |  |  |  |  |  |
| **2.**  |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |

**Goal #3:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Objective/Major Activity:**  | **Benchmarks (outputs)** | **Timeline** |  |  |  |  |  |  |  |
| **Q1 /month end date** | **Q2 /month end date** | **Q3 /month end date** | **Q4/month end date**  | **Q1/month end date**  | **Q2/month end date**  | **Q3 /month end date** | **Q4/month end date**  | **Estimated Completion Date (month end)**  |
| **1.**  |  |  |  |  |  |  |  |  |  |  |
| **2.**  |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |

**NOTES:**

* See Appendices in application for an example of a completed Work Plan.
* Put a check mark in the boxes for the quarters in which the activity will occur.
* The activities will translate into milestones shared with FTA via a Quarterly Work Plan/Milestones Report. Because each grant starts at a different time (when contract is fully executed) the above quarters will become month end dates for quarterly reporting.
* Goals are broad and represent what will happen as a result of your work (see Outcomes in chart below). A starting point might be the goals of United We Ride tailored to your region: <https://www.transit.dot.gov/ccam/resources/united-we-ride-brochure>.
* The form can be expanded to track more goals but selected goals should be the major activities of the project not every single action. Unused tables or lines can be deleted.
* Objectives are narrower goals (see Activities below). What actions will you take to reach the goal?
* Benchmarks are ways you will meet the Objective (outputs). What are the direct products of your actions? These are often numeric - # of rides, number of events, number of people, etc.

*Courtesy of NADTC*

 *Updated 4/21/21*