

Work Plan Template

Please complete this template with your detailed Work Plan for the 2024-25 project. In this template, 'Priority Area' refers to the contractual objectives; 'Goal' refers to the targeted mandate under that objective for the year; 'Key Activities' refer to events or other activities that serve to achieve the identified goal.

Instructions

- Each objective should have its own table and associated activity should be entered into its corresponding table.
- Ensure each line is filled out completely.
- If you need to add more rows for additional goals/activities, right click the row, select 'Insert', then select 'Insert Row Above' or 'Insert Row Below', depending on your preference.
- Please include a Budget amount for each initiative/event/activity and/or the budget line category the activity corresponds with.
 - Enter \$0 if there is no cost associated with the selected initiative/event/activity.
 - Enter '0' if there is no expenditure under 'Actual Spend'.
- Multiple items can be listed under each Key Activity. For example, if there is a specific initiative/event/activity that requires several steps, all those steps can be included under that initiative/event/activity. The Budget amount is associated with the overall initiative/event/activity rather than each individual step.

[Organization Name/Logo Image here]

Goal/Objective:										
Key Activities	Budget	Actual Spend (if applicable)	Time Frame	Who is Responsible?		Intended Audience	Communication Requirements	Progress	Desired Outcomes	Actual Outcomes [End of Year Date]
				Lead	Support					