

OPERATIONAL WORK PLAN TEMPLATE

[Insert project period]

Goal #1: <i>Example: Through training, increase the capacity of administrative, clinical, educational and outreach staff to provide quality family planning and reproductive health services to males and females.</i>				
Narrative Rationale: Example: Results from the staff discussion groups at the (insert clinic site) indicate a need for training regarding men’s sexual and reproductive health topics, issues related to men’s health in general, how to work with male clients and customer service.				
*Objectives	Tasks	Responsibility	Timeline	Evaluation
Example: By January 30, 20__ conduct training needs assessment	Conduct training needs assessment Compile results & develop training proposal for management review	Director of QA	By Jan. 30, 14	TNA document
By May 30, 20__, provide a series of clinic staff training on men’s health topics	Hire training consultants Identify training dates and location Notify staff & schedule training dates and location Coordinate onsite training Assess staff feedback on training			

*SMART Objectives = Simple, Measurable, Attainable, Realistic, Time-Based

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