



WORK PLANS

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Purpose

To describe and develop a work plan that contains all the necessary information required to ensure a seamless agreements process.



Agenda

- Define work plans
- Describe the benefits of work plans
- Define responsibilities
- Discuss the contents of work plans



DEFINITION

The work plan--often referred to as a program narrative or project proposal--is a detailed description of the objectives, proposed activities and expected results and benefits of a project and the related roles and responsibilities of, and resources contributed by, the parties.



SCOPE

- The work plan sets the scope for the project and the Notice of Award (NOA).
- Relevance--Changes can impact the:
 - content of the NOA
 - EO 12372 Intergovernmental Review
 - reporting requirements, e.g., FFATA, Lobbying, etc.

Benefits of Work Plans



- States goals and objectives
- Defines roles and responsibilities
- Clarifies expectations
- Defines required resources for cost estimates
- Ensures accountability
- Tracks performance /a monitoring tool

Responsibilities

- Cooperator
 - Negotiates with ADODR
 - Drafts Work Plan
- ADODR
 - Confirms availability of funding
 - Negotiates with Cooperator
 - Drafts, reviews and **approves** final Work Plan
- Agreements Specialist
 - Provides guidance to Cooperators and ADODRs
 - Reviews/coordinates review of draft Work Plan





Sections of Work Plans

- Objectives and Need for Assistance
- Results or Benefits Expected
- Approach
- Geographic Location
- Supplemental Information

Handout: Work Plan Formulation Table

I. Objectives and Need for Assistance

- Relevant need or problem requiring a solution and APHIS' assistance
- Align with APHIS' strategic goals and mission
- Supporting documentation



II. Results or Benefits Expected

- Mission-related benefits to the Cooperator
- Mission-related benefits to APHIS
- Results that are measurable and realistic





III. Approach – Overview

- Discuss details of
 - expected accomplishments
 - work to be performed
 - resources to be contributed
- Separately outline roles and responsibilities that are:
 - Mutual
 - Those of the recipient
 - Those of APHIS
- **Grant** proposal reflects only the work of the **recipient**



III. Approach – 10 Subsections

- Plan of action
- Work performed by activity or function
- How each Activity or Function is to be Accomplished
- Unusual Features
- Resources Required



III. Approach – 10 Subsections (Continued)

- Resources Required
- Projected Accomplishments
- Data Collection and Maintenance
- Project Evaluation
- Contributing Parties



III. A. Plan of Action

Include:

- Overall plan of action for project
- How work will be accomplished
- Factors that accelerate/decelerate the work
- Reasons for one approach over another



III. B. Work by Activity/Function

- Provide a description
- Each party's roles/responsibilities
- Reference applicable rules, regulations, protocols



III.C. How will each Activity/ Function be Accomplished

- What is to be accomplished
- If applicable, cite relevant:
 - Program standards
 - Action plans
 - Other program guidelines



III.D. Unusual Features

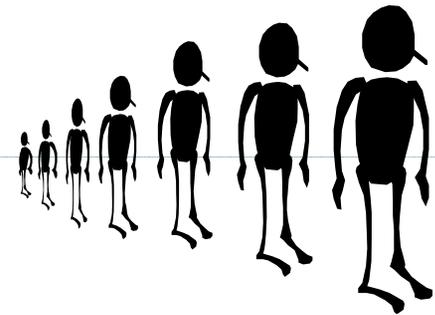
Describe:

- Design or technology innovations
- Reductions in cost or time
- Extraordinary social/community involvements
- Terrain in which work will be conducted

III. E. Resources Required

WHO, WHAT, AND HOW?

- Number and type of personnel
 - Permanent
 - Temporary
- Equipment and supplies needed
- Systems and services
- Travel needs (local and overnight)



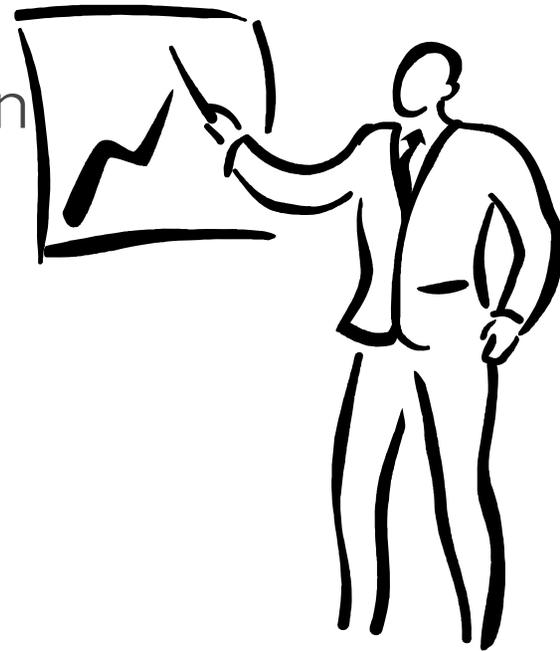
III.F. Projected Accomplishments

- Quantitative projections
 - Monthly
 - Quarterly
 - Other specified intervals
- Non-quantitative
 - Schedule of accomplishments
 - Timeline for completion



III.G. Data Collection

- Type
- Methods
- Maintenance
- Schedule/Documentation
- Access to data





III.H. Project Evaluation

- Criteria to evaluate results/successes
- Methodology
 - Are identified/discussed needs met?
 - Were results/benefits achieved?

III.I. Contributing Parties

- Other parties working on the project
- Third party contributors





IV. GEOGRAPHIC LOCATION

- Attach maps or other graphic aids
- Include Geographical Information System (GIS) data
- Include states, counties, other relevant locations
- Determines the extent of the Executive Order 12372 Intergovernmental Review
- Impacts FAADS reporting for Congressional Districts





V. SUPPLEMENTAL INFORMATION

- Research and demonstration assistance
 - Biographical sketch of program director
- Relationship to other projects
- Accomplishments to support new funding requests
- Revisions and extensions
 - Explain/justify changes/delays



QUESTIONS