

**Optional Work Plan Template
COVID-19 Preparedness and Response Activities**

Guidance

Recipients are required to submit a work plan. These components must describe project activities and expected outcomes related to COVID-19 preparedness and response as described in the administrative supplement.

Work Plan

Instructions

Use the tables in this space to clearly identify the outcomes they expect to achieve by the end of the project period and provide a clear and concise description of the activities they used to achieve the project’s outcomes. Outcomes should be well-defined, specific, measurable, realistically achievable, and contribute to the purpose of this funding opportunity. Ideally, outcomes should link to planned activities, quantify the targeted change, and include an estimated timeline for achieving the change. Timelines are for a 12-month period. The recipient can include as many outcomes as needed.

Briefly introduce the activity(ies) being proposed and describe what the expected outputs (e.g., milestones) will be over the project period.

List the intermediate activities the recipients will undertake, including tasks and estimated start and end dates, which will lead to the associated outcome. The recipient can include as many planned activities as needed.

List the proposed outputs that will be produced as a result of the planned activities. The recipient can include as many planned outputs as needed.

Outcomes		
<ul style="list-style-type: none"> • Outcome 1 • Outcome 2 • Outcome 3 		
Planned Activities for Outcomes during Project Period	Estimated Start Date	Estimated End Date
Activity 1		
Activity 2		
Activity 3		
Activity 4		
Proposed Outputs Associated to Outcomes		
Output 1		
Output 2		