# **CHEP Chronic Disease Prevention Grants PROJECT WORKPLAN TEMPLATE**

## **Instructions:**

Describe your key objectives of your project and specific steps or activities that will need to be taken to achieve your objectives. As a starting point, review the example included to help you write SMART objectives (Specific, Measurable, Achievable, Realistic, and Time-oriented) and specific activities. Insert additional objectives, activities and rows, as needed.

### **Please follow this format for each of objective:**

1. List key objectives
2. Specific Activities for each objective
3. Identify a timeline
4. List at least one Deliverable per Activity, such as a meeting log, report, attendance sheets, etc., that demonstrates the completion of the activity.

### **Organization Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Objective 1: (*list your objective 1 here)* | | |
| Activities | Timeline | Deliverable |
| *(List Specific Activities here)* |  |  |
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|  |  |  |
|  |  |  |
| Objective 2: (*list your objective 2 here)* | | |
| Activities | Timeline | Deliverable |
| *(List Specific Activities here)* |  |  |
|  |  |  |
|  |  |  |
| Objective 3: (*list your objective 3 here)* | | |
| Activities | Timeline | Deliverable |
| *(List General Activities here)* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Objective 4: (*list your objective 4 here)* | | |
| Activities | Timeline | Deliverable |
| *(List General Activities here)* |  |  |
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