**Project Work Plan Template**

**{Insert College Name}**

**{Insert Project Name}**

**{Insert Project Dates: June 15/September 1, 2016 – December 31, 2017}**

| **Goal:**  |
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| **Objective 1:**  |
| **Activities/Deliverables to Accomplish Objective****(bulleted steps)** | **Responsible Staff** | **Time Line (in months)** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19**  |
| * *Ex: Conduct quarterly taskforce meetings*
 | *Ex: Taskforce Chair* |  | x |  |  | x |  |  | x |  |  | x |  |  | x |  |  | x |  |  |
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| **Details:***Example: The Tobacco-Free College Taskforce will meet quarterly to coordinate policy implementation. Taskforce will focus on communicating the policy and promoting cessation.*  |

| **Objective 2:**  |
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| **Activities/Deliverables to Accomplish Objective****(bulleted steps)** | **Responsible Staff** | **Time Line (in months)** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19**  |
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| **Details:** |

| **Objective 3:**  |
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| **Activities/Deliverables to Accomplish Objective****(bulleted steps)** | **Responsible Staff** | **Time Line (in months)** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19**  |
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| **Details:** |

| **Objective 4:**  |
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| **Activities/Deliverables to Accomplish Objective****(bulleted steps)** | **Responsible Staff** | **Time Line (in months)** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19**  |
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| **Details:** |