

Example of Action Plan and Implementation Timeline from Appendix 3 of FOA DP10-003

CER Project Title:								
Project Period Goal: An outcome statement that defines what the program intends to accomplish over the project period.								
Long-term Impact or Outcome: The possible effect or result if the project period goal is achieved.								
Long-term Indicator: Standard(s) developed to assess progress towards achieving project period goals.								
Annual Objectives	Measure(s) of Success	Activities (limit 4 activities per objective)	Q1	Q2	Q3	Q4	Team Member Responsible	Completion Date
Precise, time-based, and measurable actions that support the completion of a project period goal.	Standard(s) that a program sets for itself to measure progress in achieving an annual objective (progress indicator). Measures of success should contain a numeric value or clearly observable behavior.	Key events or actions implemented to achieve a specific annual objective. P = Planned X = In Progress C = Completed	P	X	C			

The Action Plan should not exceed 5 pages and should be written in Word Format, Font type: Times New Roman, Font size: 11 point.

For each CER Project please provide:

- Project Program Announcement Title and Number
- The Project Period Goal(s)
- Long-term Impact or Outcome of the Project Period Goal
- Long-Term Outcome Indicator for the Project Period Goal
- Annual Objectives.
- Measure(s) of Success for each Annual Objective
- Activities for each Annual Objective
 - Up to 4 Activities per Annual Objective may be written
- Timeline for each activity (Indicate status of activity: P=Planned, X=In Progress, C=Complete)
- Person responsible for the activity
- Anticipated Completion Date

D. **Key Definitions**

Project Period Goal:

An outcome statement defining what the program intends to accomplish over the five year project period.

- Should be written so that the desired outcome is clear.
- Should be SMART (see definition on next page), short, concise, free of jargon, and easily understood
- Include at least 1 outcome indicator (see definition below).

Long Term Impact or Outcome:

A statement describing the intended effect or result if the project period goal is achieved.

Long Term Indicator:

Standard(s) developed to assess progress towards achieving project period goals.

Annual Objective:

Precise, time-based, and measurable actions that support the completion of a project period goal.

- The objective should cover one budget year.
- Up to 5 annual objectives may be written for each project period goal
- Should be S.M.A.R.T., short, concise, free of jargon, and easily understood

S.M.A.R.T.

S = Specific: an objective should be precise and should focus on a single result. A specific objective answers the questions, “who, what, where, and how?”

M = Measurable: an objective should include specific criteria or measures that indicate whether the objective has been met. A good measure answers the question, “How will we know if we have accomplished the objective?”

A = Achievable: an objective should be attainable and within the center’s or program’s reach.

R = Realistic: an objective should be realizable given the time, resources, and activities proposed and available.

T = Time-bound: an objective should include the date it will be started and the date the center expects to complete it.

Measure of Success for an Annual Objective:

Standard(s) that a program sets for itself to measure progress in achieving an annual objective (similar to a progress indicator). Measures of success should contain a numeric value or clearly observable behavior.

Annual Activity:

Key events or actions implemented to achieve a specific annual objective.

- Up to 4 annual activities may be written for each annual objective.