One-Year Work Plan

Project Name: _____

One Year Objective:

_____

_____

_____

Instructions:

1. Use a chart like this for each project/program that your organization is doing.
2. Under the project name, write the one-year objective, giving numerical targets.
3. List every task you can think of that will need to be accomplished in order to achieve the goal.
4. Next, go back through and put those tasks in order by numbering them.
5. Take a clean sheet and re-list the tasks you identified in their numbered, chronological order.
6. When complete, go back through the list and determine in which month each task will be accomplished by putting an "x" in the appropriate column.
7. Lastly, go back over each task and determine the individual who will be responsible for completing it.

TASK	Quarter 1	Quarter 2	Quarter 3	Quarter 4	WHO