**<*INSERT PROJECT NAME>***

**WORK PLAN for Activities, Timeline, and Required Resources**

***Step 1:*** Identify the activities related to each major research question, goal, or phase of your project and the month(s) in which they will occur.

***Step 2:*** For each activity, list the directs costs (e.g., participant stipends, professional services, materials, equipment, travel)

in as much detail as you can (e.g., teacher training – 12 stipends at $1500 each; transcription – 50 hrs at $100/hr; statistician/MMSA – 10 hrs at 100/hr).

***Step 3:*** For each activity, identify the milestone that will indicate its successful completion.

***Step 4:*** For each activity, identify the people you will need to successfully complete the work. If you need an individual with certain expertise

but have not yet identified them, simply note the area of expertise and COERO can assist in identify potential collaborators.

**Research Question/Goal/Phase #1:**

|  |
| --- |
|  |
|  |
|  |
| **Objective 1.1:** |
| **Key Action** | **Timeframe** | **Direct Costs****(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel****(use to generate****effort/salary)** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Objective 1.2** |
| **Key Action** | **Timeframe** | **Direct Costs****(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel****(use to generate****effort/salary)** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Objective 1.3** |
| **Key Action** | **Timeframe** | **Direct Costs****(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel****(use to generate****effort/salary)** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Research Question/Goal/Phase #2:**

|  |
| --- |
|  |
|  |
|  |
| **Objective 2.1:** |
| **Key Action** | **Timeframe** | **Direct Costs****(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel****(use to generate****effort/salary)** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Objective 2.2** |
| **Key Action** | **Timeframe** | **Direct Costs****(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel****(use to generate****effort/salary)** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Objective 2.3** |
| **Key Action** | **Timeframe** | **Direct Costs****(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel****(use to generate****effort/salary)** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Research Question/Goal/Phase #3:**

|  |
| --- |
|  |
|  |
|  |
| **Objective 3.1:** |
| **Key Action** | **Timeframe** | **Resources/Budget****(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel****(use to generate****effort/salary)** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Objective 3.2** |
| **Key Action** | **Timeframe** | **Resources/Budget****(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel****(use to generate****effort/salary)** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Objective 3.3** |
| **Key Action** | **Timeframe** | **Resources/Budget****(e.g., data, stipends, supplies, travel)** | **Milestone** | **Personnel****(use to generate****effort/salary)** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |