**Suggested Flex EMS Sustainability Projects Work Plan Template**

Directions: The work plan is a succinct overview of the grant’s goals, objectives, activities and projected outcomes in a structured format. Although the work plan is not a narrative, the work plan should clearly depict how program activities and sub-activities will achieve outcomes. If your program does not intend to work on particular activity categories, please delete that section of the template.

Work Plan Sections:

* Goal (e.g. Flex Program Area): High-level statements that outline the ultimate purpose of a program; this is the end towards which program efforts are directed
* Objective: Statements describing what a programs’ activities must achieve in order to reach the program’s goals
* Activities: Actions developed to achieve objectives to reach goals
* Sub-activity(s): Approach(es) to fulfilling the activity to meet objectives and goals
* Budget: Funds allocated to the activities
* Timeline: Schedule of time in which activities will occur. Should include start and end dates and responsible staff or contractors
* Outputs (Process Measures): The direct products (tangible results) of program activities. List the output measures to be collected.
* Outcome Measures (Short-term, Long-term): Must include intended and measurable targets. Targets for your proposed outcomes are required. Outcome measures answer the question, “What was the change?” Short-term outcomes are likely to be changes in skills, attitudes and knowledge. Given the one-year project period, it is understood that outcome measures will be limited and relatively short-term.

Note: The project narrative and work plan should complement and not duplicate each other. The work plan is a concise presentation of the activities, sub-activities and output measures in each program area for the proposed project period. The narrative provides space to elaborate on these activities and describe how and why they will be undertaken. The narrative should refer and cite sections of the work plan and the work plan data table as appropriate.

**State: Click here to enter text.**

Project Period: September 1, 2018 – August 31, 2019

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| **EMS Sustainability Projects** |
| **Goal : Ensure access to quality emergency medical care in rural communities** |
| [ ]  Objective 1: To develop and implement sustainable models of rural EMS care |
| *Describe succinctly below the* ***activity(s)*** *taken meet the objective and goal:*Click here to enter text. |
| *Describe the* ***outputs (process measures)*** *of the activity to meet the objective and goal:*Click here to enter text. |
| *Describe the* ***budget*** *of funds allocated to the above activity:*Click here to enter text. |
| *Describe the* ***timeline*** *for each activity.**Include start and end dates in FY2018 for each activity and responsible staff or contractors.*Click here to enter text. |
| [ ]  Objective 2: To identify a set of rural-relevant EMS quality measures and plan pilot tests of the measures |
| *Describe succinctly below the* ***activity(s)*** *taken to address the activity to meet the objective and goal:*Click here to enter text. |
| *Describe the* ***outputs (process measures)*** *of the activity to meet the objective and goal:*Click here to enter text. |
| *Describe the* ***budget*** *of funds allocated to the above activity:*Click here to enter text. |
| *Describe the* ***timeline*** *for each activity in program year 3.**Include start and end dates in FY2018 for each activity and responsible staff or contractors.*Click here to enter text. |