

### Sample Annual Workplan

| Milestone/Task      | Jan | Feb | March | April | May | June | July | August | Sept | Oct | Nov | Dec |
|---------------------|-----|-----|-------|-------|-----|------|------|--------|------|-----|-----|-----|
| Newsletter          | X   |     |       | X     |     |      | X    |        |      | X   |     |     |
| Volunteer training  | X   |     |       |       |     |      |      |        | X    |     |     |     |
| Reports Due         | X   |     |       | X     |     |      | X    |        |      | X   |     |     |
| Holiday Auction     |     |     |       |       |     |      |      |        |      |     | X   |     |
| Summer fundraiser   |     |     |       |       |     |      |      | X      |      |     |     |     |
| Update contacts     |     |     |       |       |     | X    |      |        |      |     |     |     |
| Write grants        |     | X   | X     |       |     |      |      |        |      |     |     |     |
| Negotiate contracts |     |     |       | X     | X   |      |      |        |      |     |     |     |
| Annual conference   |     |     |       |       | X   |      |      |        |      |     |     |     |
| Annual Review       |     |     |       |       |     |      |      | X      |      |     |     |     |
| Clean up files!     |     |     |       |       |     |      |      | X      |      |     |     |     |

Notes:

### Sample Monthly Workplan

|              |                       |  |  |                         |                            |                       |
|--------------|-----------------------|--|--|-------------------------|----------------------------|-----------------------|
| <b>April</b> | 1<br>Write newsletter | 2<br>NL<br>Vol training                            | 3<br>NL                                  | 4<br>NL<br>Vol training | 5<br>NL<br>Follow up calls | 6 Car wash fundraiser |
| 7            | 8<br>NL to printer    | 9<br>Vol training                                  | 10<br>Staff meeting                      | 11<br>Vol training      | 12<br>Print addresses      | 13                    |
| 14           | 15<br>NL to bulk mail | 16<br>Vol training                                 | 17<br>Staff meeting                      | 18<br>Vol training      | 19                         | 20                    |
| 21           | 22                    | 23<br>Make calls about<br>spring break<br>coverage | 24<br>Finish on-call<br>calendar for May | 25                      | 26                         | 27                    |
| 28           | 29                    | 30   |  |                         |                            |                       |

#### Notes:

Remember to plan for summer vacation coverage  
 Start writing June newsletter  
 Cover volunteer shifts over spring break

Narrative Workplan Sample

| <b>Goals</b>              | <b>Objectives</b>                               | <b>Deadline</b> | <b>Partners</b>                            | <b>Resources Needed</b>        |
|---------------------------|---|-----------------|--|--------------------------------|
| Revise Personnel Policies |   | 12/2008         | Board of Directors,<br>personnel committee | HR atty                        |
|                           | Clean up recent legal changes, with atty review |                 | Staff                                      | Staff time                     |
|                           | Facilitate staff input                          |                 |  | Cost of copies of new handbook |
| Hire new program director |   | 9/2008          | ED   | Cost of advertising            |
|                           | Revise job description                          |                 | Program manager                            | Staff time                     |
|                           | Post announcement                               |                 |  |                                |
|                           | Review resumes                                  |                 |  |                                |
|                           | Interview applicants                            |                 |  |                                |
|                           | Check references                                |                 |  |                                |
|                           | Make offer                                      |                 |  |                                |