Workplan

Applicants must complete and upload the work plan template provided. The work plan will be used as a roadmap throughout the life of the grant and used as the basis for quarterly project reporting. The work plan allows you to describe the day-to-day activities of a project.*

- For each expected goal, utilize the SMART goal framework of being **s**pecific, **m**easurable, **a**chievable, **r**elevant, and **t**imely.
- The plan should include the purpose of the activity (specific), number of sessions/persons served (measurable), frequency and duration of activities (timely), and intended results or outcomes (achievable). The activities and their intended effect should expand on the goal and activities described in the project description (relevant). You will also include how you will measure the success of the program.

Project title:

Project summary:

Goal 1

Goal:

Outcome desired:

How will you achieve these goals?	Frequency of activities and outputs	Start Date	End Date	Key Staff and Partners (use titles)

MINNESOTA
OFFICE OF CANNABIS MANAGEMENT

If successful, what will you achieve?	How will you know if you're successful?

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Goal 2

Goal:

Outcome desired:

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How will you achieve these goals?	Frequency of activities and outputs	Start Date	End Date	Key Staff and Partners (use titles)

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If successful, what will you achieve?	How will you know if you're successful?

Goal 3

Goal:

Outcome desired:

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How will you achieve these goals?	Frequency of activities and outputs	Start Date	End Date	Key Staff and Partners (use titles)

If successful, what will you achieve?	How will you know if you're successful?

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Goal 4

Goal:

Outcome desired:

How will you achieve these goals?	Frequency of activities and outputs	Start Date	End Date	Key Staff and Partners (use titles)

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If successful, what will you achieve?	How will you know if you're successful?

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Goal 5

Goal:

Outcome desired:

How will you achieve these goals?	Frequency of activities and outputs	Start Date	End Date	Key Staff and Partners (use titles)

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If successful, what will you achieve?	How will you know if you're successful?