

Worksheet 4: Detailed Work Plan

Use this worksheet to prepare a detailed work plan for the planning process.

- Instructions:
- 1) Describe specific planning tasks, parties responsible for taking action, and expected outcomes.
 - 2) Describe resource requirements, strategy for obtaining needed resources, and potential challenges.

Planning Task	
Description	Party responsible for taking action
Expected start/completion dates	Others who need to be involved
Expected products or outcomes	

Resource Requirements	Have (✓)	Need (✓)
Financial		
Facilities, equipment, supplies		
Skills, expertise		
Data, information		
Other		
Strategies to obtain needed resources		
Expected challenges		