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				

Adapted from *Vision to Action: Take Charge Too*, Appendices K, T and U. 2001. North Central Regional Center for Rural Development. www.soc.iastate.edu/extension/ncrcrd/ncrcrd-rrd182-print.pdf