



## Publication Month Year

**HHS Office of Population Affairs**

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**Optional Work Plan Template and Resources**

Teen Pregnancy Prevention (TPP) Program

## Overview

All Teen Pregnancy Prevention (TPP) Program projects shall create and use an annual work plan designed to support planning, implementation, and monitoring progress towards reaching project goals. OPA will approve work plans at the start of each budget year. Recipients should consult with their project officer to discuss any necessary changes during the budget year.

## Definitions

The following definitions will assist you in understanding how to complete and submit an appropriate work plan.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| **Program Goal** | General statement of what the project intends to accomplish. |
| **Objective** | [S.M.A.R.T.I.E.](https://www.cdc.gov/cancer/nbccedp/pdf/smartie-objectives-508.pdf) objective that the project anticipates completing by the end of the project period. |
| **Activity** | Key events which are specific, measurable, and sufficient in quantity such that their completion should lead to the accomplishment of the stated objective. |
| **Timeline** | The timeframe for which the activity will be initiated and completed. |
| **Lead Person/ Organization** | Project staff member or organizational partner with responsibility for ensuring the completion of the stated activity.   |
| **Anticipated Product or Proof of Completion** | Description of anticipated outcomes or measures of accomplishment. These are used for ongoing monitoring and reporting of project accomplishments or progress toward reaching project objectives or activities. |
| **Measures of Accomplishment** |

Applicants should use S.M.A.R.T.I.E. objectives when developing the project work plan. We define [S.M.A.R.T.I.E.](https://www.cdc.gov/cancer/nbccedp/pdf/smartie-objectives-508.pdf) terms below:

* **Specific**: Who? (target population and persons doing the activity) and What? (action/activity)
* **Measurable**: How much change is expected?
* **Achievable**: Can be realistically accomplished given current resources and constraints
* **Relevant**: Are your objectives aligned with the priorities of your program and NOFO? Is it meaningful to the population of focus and community being served? (Note: some approaches define R as Realistic)
* **Time-bound**: Provides a timeline indicating when the objective will be met
* **Inclusive**: Brings traditionally marginalized people—particularly those most impacted—into processes, activities, and decision/policy-making in a way that shares power.
* **Equitable**: Seeks to address systemic injustice, inequity, or oppression.

Check out these additional resources to help turn your work plan in a S.M.A.R.T.I.E work plan.

* [**SMARTIE Goals Worksheet**](https://docs.google.com/document/d/1u8QyjtUuAxlHO0c1DeHYu5O8BT3e-wL9TpaWiV5CZGQ/edit)
* [**From SMART to SMARTIE: How to Embed Inclusion and Equity in Your Goals**](https://www.managementcenter.org/resources/smart-to-smartie-embed-inclusion-equity-goals/)

## Work Plan Template 1

**GRANTEE NAME**

Work Plan

Month Day, Year – Month Day, Year

**Project Vision:**

**Program Goal 1:**

|  |
| --- |
| **SMARTIE Objective 1.****Relevant NOFO expectation(s):** |
| **Activities** | **Lead Person/ Organization** | **Timeline** | **Anticipated Product or Proof of Completion** | **Notes** |
| **1a.**  |  |  |  |  |
| **1b.** |  |  |  |  |
| **1c.** |  |  |  |  |
| **1d.** |  |  |  |  |

*Copy and paste as many objectives as needed.*

**Program Goal 2:**

|  |
| --- |
| **SMARTIE Objective 1.****Relevant NOFO expectation(s):** |
| **Activities** | **Lead Person/ Organization** | **Timeline** | **Anticipated Product or Proof of Completion** | **Notes** |
| **1a.**  |  |  |  |  |

## Work Plan Template 2

**Grantee Name | Work Plan**

|  |
| --- |
| ***Goal 1:*** |
| ***SMARTIE******Objectives*** | ***NOFO Expectation(s)***  | ***Activities*** | ***Timeline*** | ***Measures of Accomplishment*** | ***Lead Person(s)/ Organization Responsible*** |
| *J* | *A* | *S* | *O* | *N* | *D* | *J* | *F* | *M* | *A* | *M* | *J* |
| *Objective 1:* *Equity & Inclusion:*  |  | *Activity 1:* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 2:*  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 3:* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Objective 2:* *Equity & Inclusion:*  |  | *Activity 1:*  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Goal 2:***  |
| *Objective 1:* *Equity & Inclusion:*  |  | *Activity 1:* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Month Day, Year – Month Day, Year

***Project Vision:***