**Project Work Plan Template**

**FY 2025-26**  **HCPF County Grant Program**

*Project Work Plan: Major Task/Activities and Due Dates*

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| **MAJOR TASK OR ACTIVITY** | **TASK/ACTIVITY/START/COMPLETION DATES** | **RESPONSIBLE INDIVIDUAL** | **DELIVERABLE** |
| EXAMPLEDevelop customer service messaging for Call Center agents regarding the new business process | Start Date:  12/20/2025 Messaging due:  1/5/2026 Process approval due:  1/20/2026 Completion Date:  1/31/2026  | Call Center review:  Alex M./Call CenterMessaging:  Tracy R./CommunicationsProcess Approval:John B./Director | Process approval via email:  John B.Messaging blurb, no more than two paragraphs:  Tracy R. |
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