**Project Work Plan Template**

**FY 2024-25 HCPF County Grant Program**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **MAJOR TASK OR ACTIVITY** | **TASK/ACTIVITY/START/COMPLETION DATES** | **RESPONSIBLE INDIVIDUAL** | **DELIVERABLE** |
| EXAMPLE  Develop customer service messaging for Call Center agents regarding the new business process | Start Date:  12/20/2024  Messaging due:  1/5/2025  Process approval due:  1/20/2025  Completion Date:  1/31/2025 | Call Center review:  Alex M./Call Center  Messaging:  Tracy R./Communications  Process Approval:  John B./Director | Process approval via email:  John B.  Messaging blurb, no more than two paragraphs:  Tracy R. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |