

**The Evan Cornish Foundation
Specimen Workplan**

Note: this is only an example of a workplan. You may want to amend the format used to suit your own particular project's needs. There may be an alternative format that you feel is more helpful to your own work planning and tracking. This is provided as a guide only.

The key aims/purposes of your work	Activities	Date for completion of each activity	What will success look like and how will it be measured?	Progress including any unexpected results (to be updated from time-to-time e.g.six-monthly)
<i>e.g. Improve the creative writing skills of 10 people with hearing difficulties, as part of a programme to boost their education.</i>	<i>e.g. a course of 10 one-to-one tutorials for people with hearing difficulties lead by a creative writing Tutor.</i>	<i>e.g. Within six-months of start date (1 July 2009).</i>	<i>e.g. 10 people with hearing difficulties to have attended the course, and produced a short story of their own. This to be put forward as part of their coursework towards an accredited educational qualification.</i>	<i>e.g. 8people with hearing difficulties have now completed the course. Two more have commenced a course and are expected to complete these next month.</i>
1.				
2.				
3.				
4.				
5.				