FSD Workplan Template

FSD Intern Name: Dates of Internship:

FSD Community Partner Organization: FSD Site Location:

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| Initiative/Project Goal: |  |

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| Objective 1 |  |  |  |  |
| Outcome | Activity | Resources | Person(s) Responsible | Timeline |
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| Evaluation Method(s) |  |  |  |  |
| Evaluation Indicator(s) |  |  |  |  |
| Objective 2 |  |  |  |  |
| Outcome | Activity | Resources | Person(s) Responsible | Timeline |
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| Evaluation Method(s) |  |  |  |  |
| Evaluation Indicator(s) |  |  |  |  |
| Objective 3 |  |  |  |  |
| Outcome | Activity | Resources | Person(s) Responsible | Timeline |
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| Evaluation Method(s) |  |  |  |  |
| Evaluation Indicator(s) |  |  |  |  |

**Instructions**: In collaboration with your host organization, fill in the template with the workplan for the proposed focus of work. Add additional lines as needed.

**Definitions:** Goal: The “mission statement” of the project. Objective: **S**pecific, **m**easurable, **a**chievable, **r**ealistic, and **t**ime-bound outcomes that directly contribute to the goal. Outcome: Intended results of activities that will lead to objectives. Activity: Actions taken to achieve the outcomes. Resources: Materials/staff needed for an activity (tables, brochures, facilitators, venues, food, cooks, etc.) Person(s) Responsible: The staff member(s) or project stakeholder responsible for implementing the activity. Timeline: The *specific* dates of the activity, such as “Weeks 1 – 3” or “October 5 – 12”. Evaluation Indicator: *Measurements* that reflect theachievement of the objective. Evaluation Method: The *process* you will use to measure the success of the objective.

Supervisor´s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_