

SAMPLE ROSS-RSDM Family Work Plan

Instructions for completing this form: Applicants may use this form, a modification thereof, or their own form to indicate how major goals will be accomplished, the timeframe for accomplishing them, and the deliverables that will result.

GOAL	ACTIVITIES	TASKS	ESTIMATED TIME TO COMPLETE ACTIVITY	RESPONSIBILITY/ RESOURCES	DATES		Performance Measure/ Deliverable
					Start	Complete	
Offer Microsoft Office Suite Training in Development's Learning Center that results in a minimum of 30 residents becoming proficient (passing proficiency test) in using Microsoft Word 2000, Excel 2000, Access 2000 and PowerPoint 2000.	Determine if Microsoft Suite Training is being offered by any other organization within your community.	<ol style="list-style-type: none"> 1. Call area training centers—Workforce Investment Board, local community college, computer training centers, neighborhood networks center, etc. to determine if any other organization within your community is offering the course. 2. Ask each center how many classes make-up each course; How many hours in each session; How they found their current instructor; do participants take proficiency tests; what is the percentage of people passing the tests. 3. Ask each center the cost of enrolling in the class and availability of spots within the next two scheduled trainings. 4. Find out the names of the individuals responsible for the class (teacher, department head). 	4 hours	<ol style="list-style-type: none"> 1. Resident Association staff or Board member (assign actual name) 2. Resident Association Phone; 3. List of training centers (Workforce Investment Board) 	9/01/04	9/01/04	Deliverables: Completed list of organizations offering training, schedule of trainings and cost.

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OMB Approval No. 2577-0229

Expiration Date 11/30/2003

Start Date:

End Date:

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					Start	Complete	
Sign up a minimum of 75 residents for job training program.	Conduct outreach to residents.	<ol style="list-style-type: none"> 1. Distribute flyers to residents. 2. Place information about training program in PHA newsletter. 3. Work with Resident Association to conduct door-to-door marketing of the job training program. 4. Create registration/sign-up procedure. 	<p>One week for initial outreach.</p> <p>Two weeks for follow-up and registering of residents.</p> <p>Three weeks total.</p>	<ol style="list-style-type: none"> 1. Project Coordinator - lead (name and phone number) 2. Resident Association staff or Board members (assign actual name and phone numbers) 	9/01/04	9/19/04	Deliverable: Registration of 75 or more residents in job training program.

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Public reporting burden for the collection of information is estimated to average four hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.