

Objective Work Plan (OWP) Guidance

A project cannot have more than **three objectives per entire project period**. An OWP must be completed for each objective for each budget period of the project year. In multi-year projects, some objectives may continue for multiple budget periods.

Each section of the OWP should be completed according to the following instructions:

1. **Project Title:** Identify the project title.
2. **Project Goal.** Identify the goal of the project. The goal should relate to the project's problem statement.
3. **Project Year.** Identify the project year (e.g., 1, 2, or 3).
4. **Objectives.** A statement of the specific outcomes or results to be achieved within the project period, which directly contribute to the achievement of the project goal(s) and support the community's long-range goals. The objectives should be Specific, Measurable, Achievable, Relevant and Results-oriented, and Time-bound (SMART). Only three objectives per project period are allowed. Together, the objectives should address the project goal. The specific information provided for each objective is the standard upon which its achievement can be evaluated at the end of each budget year.
5. **Problem Statement:** Identify the problem statement included in the application.
6. **Results Expected:** This section of the OWP is used to define the results to be derived from the project and is used to track quarterly progress toward accomplishing each objective. Identify well-defined results which directly support the accomplishment of an objective, provide quarterly milestones and identify the tools used to measure the results.
7. **Benefits Expected:** This section of the OWP is used to define the benefits to be derived from the project and is used to track quarterly progress toward accomplishing each objective. Identify well-defined benefits which directly support the accomplishment of an objective, provide quarterly milestones and identify the tools used to measure the benefits.
8. **Criteria for Results and Benefits Expected.** The criteria for evaluating should identify how the applicant will monitor the progress of the results and benefits expected (see section 4, above). The criteria should be verifiable and documented during the project.
9. **Activities.** For each objective, list activities that provide clear and logical steps to achieve the objective. The activities included may be significant activities (e.g., hiring staff), ongoing activities (e.g., monthly

meetings with partners and stakeholders), and required actions (e.g., submission of ANA reports and attend ANA post-award training). Especially useful are activities which show progress or results on a quarterly basis.

10. **Position Performing the Activity.** Identify the lead position and other support performing each activity by identifying the title(s) of the salaried project staff person(s) as well as other support personnel.
11. **Time Period.** Identify realistic time periods to complete each activity. Use elapsed times from the start of the project (e.g. month 1, month 2, etc.) rather than absolute dates. September 30 is the start date for each budget period, thus month 1 is September 30th to October 31st.