STATE OF DELAWARE
DIVISION OF PUBLIC HEALTH

APPENDIX E

Sample Workplan Template

SAMPLE WORKPLAN TEMPLATE: This workplan template is provided as a reference to guide applicants in developing a clear, structured, and responsive workplan aligned with the goals, scope of work, and reporting requirements outlined in this RFP. Applicants may opt to use a different template but it must include activities, deliverables, responsible staff, timeframes, performance indicators, and data collection methods.

Objectives and Activities	**Monitoring Approach**				
Objectives	**Data Source and Collection: How will you monitor?**	**Frequency: How often will it be measured or assessed?**	**Baseline**	**Target: What is the target value?**	**Responsible Party**