

**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 |
|                           |                                                   |                                                       |          |                                   |                   |
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