

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration  SAMPLE PROJECT WORK PLAN	FOR HRSA USE ONLY				
	Application Tracking Number				
Section A - Comprehensive Needs Assessment					
Goal A1: Identifying major health issues for the populations to be served, unmet need, barriers to care, etc.					
Objective(s)	Key Action Step(s)	Expected Outcome(s)	Data Evaluation and Measurement(s)	Person / Area Responsible(s)	Comment(s) (Maximum 500 characters)
A1.1 Develop protocol and measures for implementing needs assessment within two months of grant award. A.1.2 Establish a team of knowledgeable planning staff to oversee undertaking of needs assessment within one month of grant award. A.1.3. Complete needs assessment for targeted service area within 4 months of award. A2.3 Secure consultant to assist with needs assessment.	1. Identify appropriate tools to use for the needs assessment. 2. Establish Subcommittee of the planning staff to oversee needs assessment. 3. Define roles of planning staff and for the project.	1. Participate in the comprehensive needs assessment elements meeting with area stakeholders. 2. Create tangible targeted assessment protocols and tools for identified populations in collaboration with other health centers. 3. Conduct at least one coordinating meeting every month. 4. Completed needs assessment.	1. The number of planning meetings. 2. Determination made regarding approach. 3. The number of meetings attended. 4. Number of persons at each meeting. 5. Progress against established timeline for completion of assessment.	1. Planning Grant committee 2. CEO 3. Board of Directors 4. Consultant	