The Nutrition and Aging Resource Center recognizes services are not one size fits all, therefore we **celebrate the diversity** of the older adult population by **respecting the needs** for those various life experiences.

Workplan Workshop Agenda:

1. Workplan Specifics
2. Updating Workplans
3. Examples throughout

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"The trouble with not having a goal is that you can spend your life running up and down the field and never score".

–Bill Copeland

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How confident do you feel with creating and maintaining a workplan?

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Workplan Breakdown

SMART GOALS

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant
- **T**ime bound

Simple Goals → SMART Goals

- Get to know colleagues on other teams → Eat lunch in the common dining room area two times per week

- Run more effective meetings → Define the purpose of every meeting before committing

- Refine cold calling strategy → Review all cold calls that lead to a sale before the end of the quarter

- Identify content ideas → Conduct a content audit to identify gaps by the end of the week

- Update knowledge base → Write or update two knowledge-base articles every week

Outcomes

- Goal or desired results that you seek to achieve
- Short-term
- Medium-term
- Long-term
- May not see immediate results
- Examples
  - "Improve attitudes related to meal planning…"
  - "Decrease general depression…"
  - "Increase socialization…"

Objectives

- Purpose that a team has for itself

- Measurable objectives are essential for evaluating progress

- Motivate team members to ensure you are working towards something important

- Generally written in an active voice and use action verbs

- Examples
  - "Identify the community..."
  - "Engage partners and stakeholders..."
  - "Measure effectiveness of intervention using..."

Goals vs. Objectives

GOALS	OBJECTIVES
Something you want to achieve	Actions you need to take to achieve a goal
Define direction and destination	Steps that get you there
Big picture	Specific tactics

Key Tasks

- Smaller details that help identify how to achieve objectives

- Responsible team members should be included

- Examples
  - "Contact library to set up meeting…"
  - "Train students to assist participants in laptop setup…"

Timelines

- Depends on your grant project (3 or 5 years)
- Create timelines that are reasonable and that make sense to you and your team
- Progress should be shown each month for specific tasks being worked on

Individual Work – Practice!

- Identify two SMART Goals related to grant projects
- Build from the goals to create:
  - 1 outcome for each goal
  - 2 objectives for each goal
  - 3 tasks for each objective

Workplan Changes

What if your workplan changes?

- This is normal; recommended one time each year

- Compare detailed agenda to workplan

- Who is involved?

  - Grantee

  - ACL Project Officer

  - NRCNA TA Liaison

Steps to change your workplan

- Discussion of need to change workplan
- Identify timeline identified during discussion
- Update workplan with track changes and reason for changes
  - Send to ACL PO and NRCNA TA Liaison; both may provide edits or suggestions
  - ACL emails grantee with approval
  - Upload approved workplan to GrantSolutions
- Monitor with internal team during meetings to ensure workplan is on track.

Individual Work – Practice!

- Work independently on your workplan
  - Think of your specific grant project
  - What improvements could be made to your workplan?
  - Are they big or small?
  - Are there ways to work more efficiently with your team on your workplan?

Support

- As the Resource Center, our goal is to support you throughout your project, during calls and when needed.

- Please reach out to NRCNA TA Liaison with questions!

Questions?

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Thank you to the following grantees for sharing their workplans:

**University of New England
Oasis Institute**

**Please note their workplan examples are for illustrative purposes only. The Nutrition and Aging Resource Center has received permission to edit and publish their workplan resources.

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Thank You