

OMB Approval No. 257 r-0229
Expiration Date 11/30/2003

SAMPLE ROSS-RSDM Family Work Plan

Start Date: September 2003

End Date: September 2003

GOAL	ACTIVITIES	TASKS	ESTIMATED TIME TO COMPLETE ACTIVITY	RESPONSIBILITY/ RESOURCES	DATES		Performance Measure/ Deliverable
					Start	Complete	
Offer Microsoft Office Suite Training in Development's Learning Center that results in a minimum of 30 residents becoming proficient (passing proficiency test) in using Microsoft Word 2000, Excel 2000, Access 2000 and PowerPoint 2000.	1. Determine if Microsoft Suite Training is being offered by any other organization within your community.	1. Call area training centers—Workforce Investment Board, local community college, computer training centers, neighborhood networks center, etc. to determine if any other organization within your community is offering the course.	4 hours	1. Resident Association staff or Board member (assign actual name) 2. Resident Association Phone; 3. List of training centers (Workforce Investment Board)	9/01/03	9/01/03	Deliverable—completed list of organizations offering training, schedule of trainings and cost.
		2. Ask each center how many classes make-up each course; How many hours in each session; How they found their current instructor; do participants take proficiency tests; what is the percentage of people passing the tests.					
		3. Ask each center the cost of enrolling in the class and availability of spots within the next two scheduled trainings.					
		4. Find out the names of the individuals responsible for the class (teacher, department head).					

form HUD-52763 (03/2003)