

OMB Approval No. 2577-0229  
Expiration Date 11/30/2003

### SAMPLE ROSS-RSDM Family Work Plan

Start Date:

End Date:

GOAL	ACTIVITIES	TASKS	ESTIMATED TIME TO COMPLETE ACTIVITY	RESPONSIBILITY/ RESOURCES	DATES		Performance Measure/ Deliverable
					Start	Complete	
Sign up a minimum of 75 residents for job training program.	Conduct outreach to residents.	<ol style="list-style-type: none"> <li>1. Distribute flyers to residents.</li> <li>2. Place information about training program in PHA newsletter.</li> <li>3. Work with Resident Association to conduct door-to-door marketing of the job training program.</li> <li>4. Create registration/sign-up procedure.</li> </ol>	<p>One week for initial outreach.</p> <p>Two weeks for follow-up and registering of residents.</p> <p>Three weeks total.</p>	<ol style="list-style-type: none"> <li>1. Project Coordinator - lead (name and phone number)</li> <li>2. Resident Association staff or Board members (assign actual name and phone numbers)</li> </ol>	9/01/03	9/19/03	Deliverable: Registration of 75 or more residents in job training program.