

SAMPLE ROSS-RSDM Elderly/Persons with Disabilities Work Plan

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

Start Date:

End Date:

GOALS	TASKS	ACTIVITIES	ESTIMATED TIME TO COMPLETE ACTIVITY	RESPONSIBILITY/ RESOURCES	Start	Complete	Deliverable
Sign up a minimum of 50 residents in your program.	Conduct outreach to residents.	<ol style="list-style-type: none"> 1. Distribute flyers to residents. 2. Place information about training program in PHA newsletter. 3. Work with staff and/or volunteers to conduct door-to-door marketing of your program. 4. Create registration /sign-up procedure. 	<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"> 1. Project Coordinator -lead (name and phone number) 2. Staff and/or volunteers (include name and phone number) 	9/01/03	9/19/03	Registration of 50 or more residents.