

## 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	Deliverables
Determine participants' needs that are going unmet.	Create and administer assessment tool to survey participants' needs.	<ol style="list-style-type: none"> <li>1. Contact State or local agencies that specialize in working with elderly/persons with disabilities to determine whether they have a survey sample and/or whether they would be interested in assisting/partnering with you.</li> <li>2. Develop a survey to assess residents' needs.</li> <li>3. Administer the survey tool.</li> <li>4. Evaluate results.</li> </ol>	<p>One week to contact local agencies to obtain sample surveys.</p> <p>Two weeks to develop the survey.</p> <p>One week to administer the survey.</p> <p>One day to evaluate results.</p> <p>Three weeks total.</p>	<ol style="list-style-type: none"> <li>1. Project Coordinator -lead (name and phone number)</li> <li>2. State/local agencies.</li> <li>3. Staff/Volunteers.</li> <li>4. Other partners.</li> </ol>	9/01/03	9/19/03	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Survey results</li> <li>• Necessary information to design program for residents.</li> </ul>