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Workplan

The **Workplan** is submitted at the beginning of the grant.

It is made up of the following sections:

- Project Narrative
- Project Plan/Activities
- Plan Numbers
 - Program Activities and Outcome Plan Numbers: Projects Serving Individuals
 - Program Activities and Outcome Plan Numbers: Capacity Building Activities, Funding, & Outcomes

Access Workplan & Reports

1. Select the **Workplan & Reports** tab

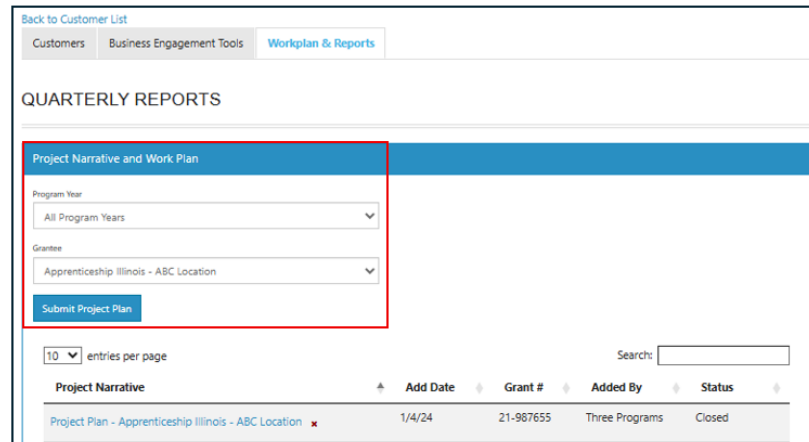


Add a Workplan

The Workplan & Reports tab shows all created project narratives. A project narrative can be reviewed by clicking on the highlighted Project Narrative's name or a new project plan can be submitted.

To submit a new project plan:

- Select **Program Year** from the dropdown
- Select **Grantee**
- Click **Submit Project Plan**



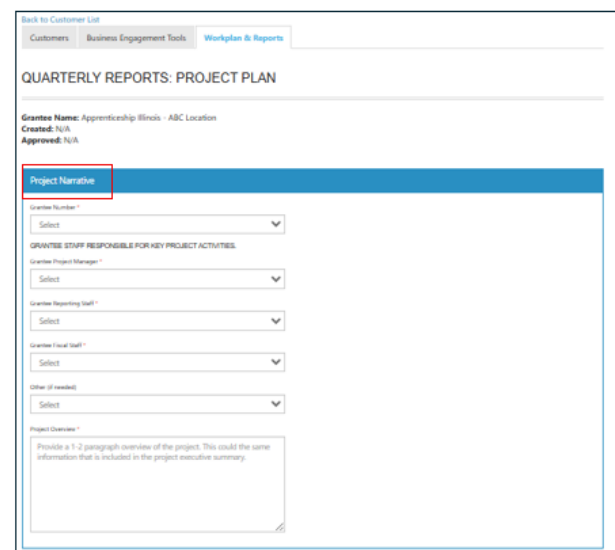
Project Narrative	Add Date	Grant #	Added By	Status
Project Plan - Apprenticeship Illinois - ABC Location	1/4/24	21-987655	Three Programs	Closed

1. Complete the **Project Narrative** section:

- Select the **Grant Number** from the dropdown
- Select Partners in your program with the following roles:
 - Select the **Grantee Project Manager**
 - Select **Grantee Reporting Staff**
 - Select **Grantee Fiscal Staff**
 - Select **Other** (if needed)

• Provide the **Project Overview**

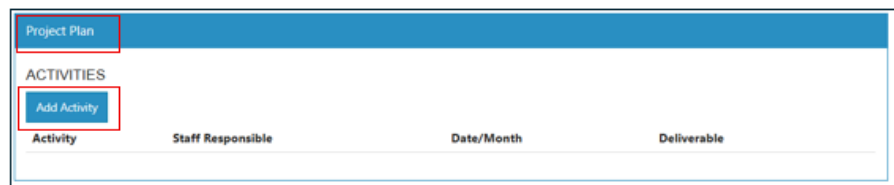
*Be sure to include all goals that are scheduled.



2. Complete the **Project Plan** section

- Select **Add Activity**

*These are the activities for the goals that are mentioned above in the Project Overview.



Activity	Staff Responsible	Date/Month	Deliverable
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3. On the **Add Activity** modal, provide the following:

- Provide the **Activity**
- Provide the **Deliverable**
- Select **Staff Responsible**
- Select **Activity Date**
 - The activity start date is usually the beginning of your grant funding period.
- Click **Save**

4. Complete the **Program Activities and Outcome Plan Numbers: Projects Serving Individuals**

This section should be completed if your plan deals with individuals. If you are not working with individuals, enter '0' in all the boxes.

This section has the following categories, with a box to enter the planned numbers:

- Age
- Demographics
- Education
- Gender
- Service Levels
- Services Provided
- Barriers
- Characteristics

Program Activities and Outcome Plan Numbers: Projects Serving Individuals	
Projection Title	Projection



5. Complete the **Program Activities and Outcome Plan Numbers: Capacity Building Activities, Funding, & Outcomes**

This section has the following categories, with a box to enter the planned numbers:

- Activities
- Outcomes

Program Activities and Outcome Plan Numbers: Capacity Building Activities, Funding, & Outcomes	
Projection Title	Projection

Click **Save Updates**

Then click **Close Window**

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