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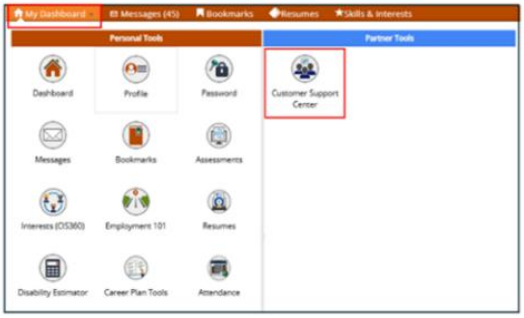
Workplan

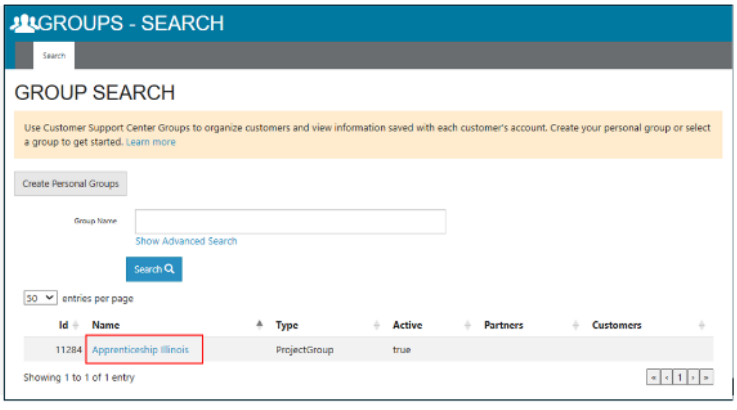
The Workplan is submitted at the beginning of the grant.
It is made up of the following sections:

- 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

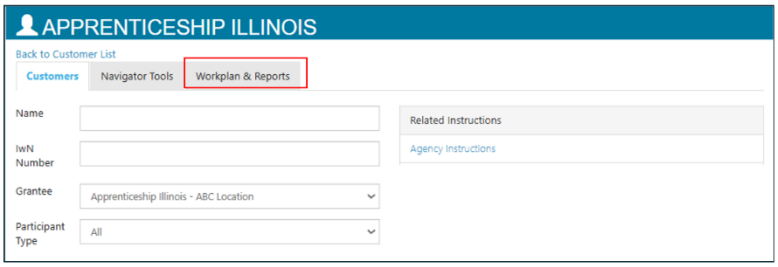
Access Workplan & Reports

1. Log in to www.illinoisworknet.com
2. Select My Dashboard
3. Select Customer Support Center from the Partner Tools
4. On the Group Search page, select Apprenticeship Illinois





5. Select the Workplan & Reports tab

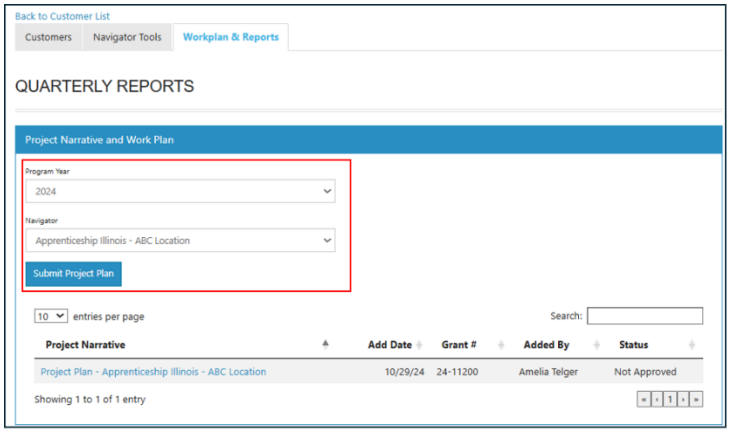


Add a Workplan

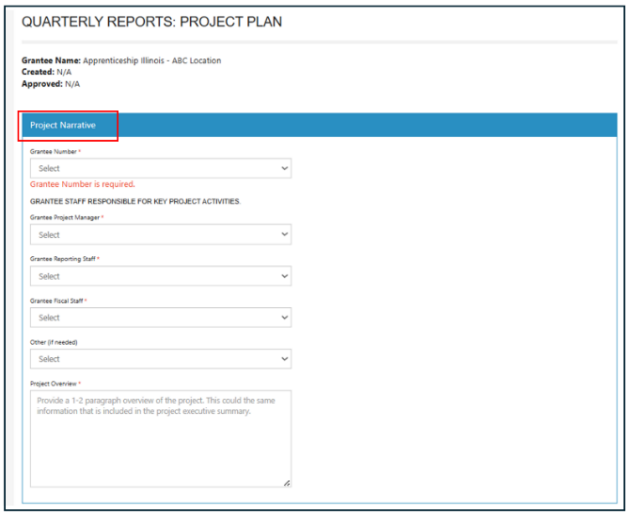
The Workplan & Reports tab shows all created Project Plans. A project plan can be reviewed by clicking on the highlighted 'Project Narrative' name, or a new project plan can be submitted.

To submit a new project plan:

- Select Program Year from the dropdown
- Select the Navigator
- Click Submit Project Plan

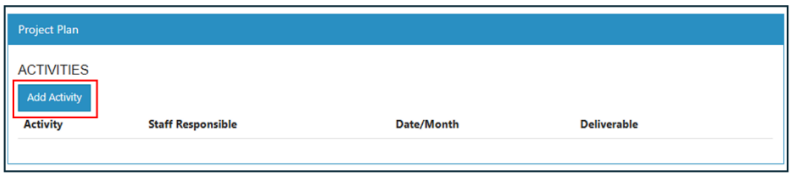


1. Complete the Project Narrative section:
   - Select the Grant Number from the dropdown
   - Select Partners in your program with the following roles:
     - Select the Grantee Project Manager
     - Select Grantee Reporting Staff
     - Select Fiscal Staff
     - Select other (if needed)
   - Provide the Project Overview
     *Be sure to include all goals that are scheduled.

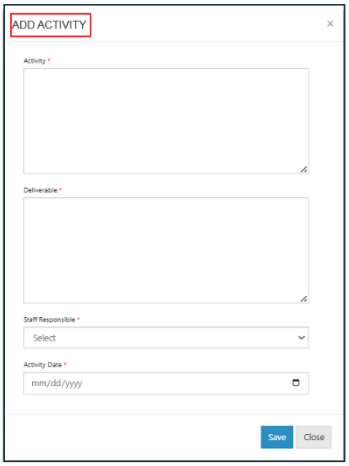


2. Complete the Project Plan section
   - Select Add Activity

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



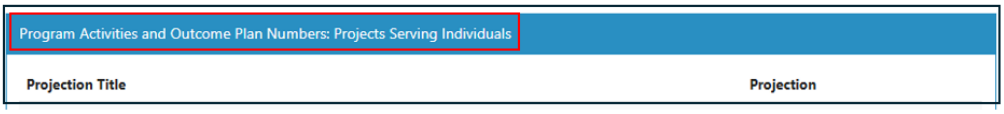
3. On the Add Activity modal, provide the following:
   - Provide the Activity
   - Provide the Deliverable
   - Select Program Staff Responsible
   - Select Activity Date – The activity start date is normally the beginning of your grant funding period.
   - Click Save



3. 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 consists of the following categories, with a box to enter the planned numbers:



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

4. Complete the Program Activities and Outcome Plan Numbers: Capacity Building Activities, Funding, & Outcomes
   This information goes with Navigator Tools.

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

- Activities
- Outcomes
- Click Save

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