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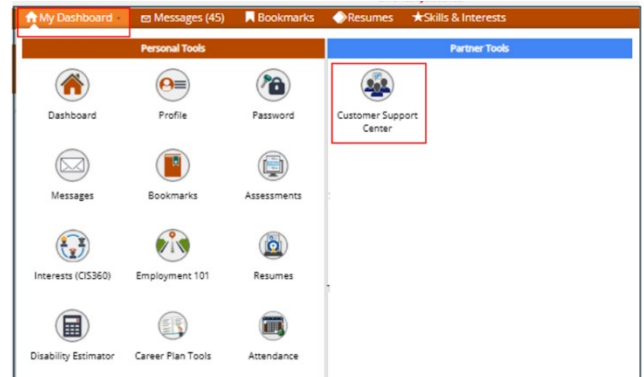
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Overview

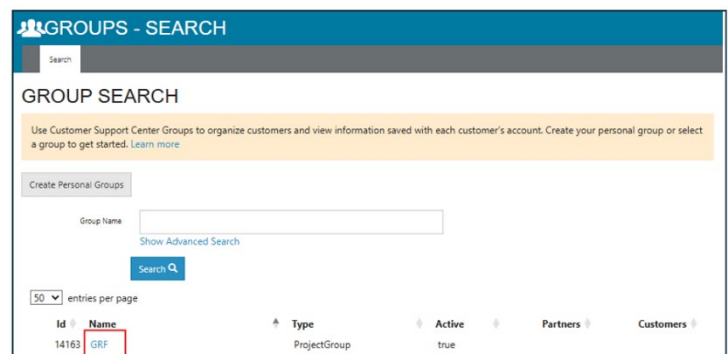
The Work Plan provides clarity and structure by outlining the pieces of the project.

Access the Work Plan tab

1. Log in to www.illinoisworknet.com
2. Select **My Dashboard**.
3. Select **Customer Support Center** in the Partner Tools.



4. Select **GRF** on the Group Search.



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5. Select the **Work Plans & Reports** tab.

6. On the **Work Plan** tab, click **Submit Project Plan**.

7. Four sections need to be completed on the **Work Plan** (Project Plan):

1. Project Narrative
2. Project Timeline
3. Plan Numbers: Projects Serving Individuals
4. Plan Numbers: Capacity Building Activities, Funding, & Outcomes

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Project Narrative

1. Click on **Project Narrative** to open the section. Complete the required* fields.

- Grant Number – No number appears in the dropdown selection because there is just one grant number for LWIA 7. The system connects the grant number to all offices.

Any member of the office with access to GRF will be listed in the dropdown menu for the following sections:

- Grantee Project Manager*
 - Grantee Reporting Staff*
 - Grantee Fiscal Staff*
 - Other (if needed)
-
- Project Overview* – The Project Overview section provides a high-level summary of the project, including purpose, goals, and key details. Use this section to describe what the project aims to achieve and any important background information.

2. Click the **Save** button above the Project Timeline section.

(Tip: The Project Timeline section cannot be completed unless the Project Narrative section has been completed and saved.)

Project Timeline

1. Click on **Project Timeline** to open the section.
2. Click **Add Activity**



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3. On the **Add Activity** modal, complete the following fields:

- Activity
- Deliverable
- Staff Responsible
- Activity Date

4. Click **Save**

Program Activities and Outcome Plan Numbers: Project Serving Individuals

This section has the following categories to enter **planned numbers**:

- Service Levels
- Services Provided
- Participant Post Exit Outcomes
- Gender
- Age
- Education
- Demographics
- Characteristics (Self-Reported)
- Potential Barriers (Self-Reported)

Projection Title	# Planned
Service Levels	
Participants Carried Over *	<input type="text" value="0"/>
Participants Recruited *	<input type="text" value="0"/>
Participants Enrolled *	<input type="text" value="0"/>
Participants Referred *	<input type="text" value="0"/>
Participants Closed *	<input type="text" value="0"/>
Services Provided	



Program Activities and Outcome Plan Numbers: Building Activities, Funding, and Outcomes

1. This section has the following categories to enter **planned numbers**:

- Projection Title
- Employer Outcomes

Note: LWIA 7 will not be participating in any Incumbent Worker Projects.

All rows related to Incumbent Worker have been highlighted for reference.

Please do not leave these rows blank – leave the zeros as shown.

Employer Outcomes	
Job Placement *	0
Reduced Training Costs *	0
Productivity Increase *	0
Incumbent Worker *	0
Outcome - Received Training *	0
Outcome - Completed Training *	0
Outcome - Earned a Credential *	0
Credential - Certificate of Completion *	0
Credential - Industry Recognized Credential *	0
Outcome - Retained *	0
Outcome - Wage Increase *	0
Outcome - Promotion *	0
Employer Satisfaction *	0
Business Indicators *	0

- Capacity Building

2. After both the **Project Timeline** and **Planned Number** sections have been completed, scroll up to the top and click **Save**.

3. If all information has been put in the Work Plan, click **Submit for Approval**.

4. If all of the information has not been put in the Work Plan, click **Return to Work Plan List** so that more information can be added later.



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5. The Work Plan **Status** will display Approved when a Work Plan has been approved.

Note: Even if a Work Plan has not been approved, the planned numbers will still display on the Planned vs. Actual GRF dashboard.

6. The **Export** button creates a PDF document for the Work Plan.

Project Work Plan	LWIA #	Office	Grant #	Program Year	Added By	Added Date	Status	Export
GRF - Training for LWIA 7	7	SERC (AJC in North Riverside) - subgroup of LWIA 7		PY 25: 07/01/25 - 06/30/26	Ralph Trotter	04/19/2026	Not Approved	Export

Planned vs. Actual GRF Dashboard

After the Work Plan has been completed, the values entered into the **Planned** fields will be reflected on the dashboard.

Activities and Outcomes	Last Completed Quarter	# Planned	# Actual
Service Levels			
Participants Carried Over	0	2	0
Participants Recruited	0	2	0
Participants Enrolled	2	2	2
Participants Referred	0	2	0
Participants Closed	0	2	1
Services Provided			

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