



## Table of Contents

Overview..... 1

    Who Enters/Maintains Data..... 1

    Access the Work Plan tab ..... 1

        Project Narrative ..... 3

        Project Timeline ..... 4

        Program Activities and Outcome Plan Numbers: Project Serving Individuals..... 4

        Program Activities and Outcome Plan Numbers: Building Activities, Funding, and Outcomes ..... 5

        Planned vs. Actual GRF Dashboard ..... 6

## Overview

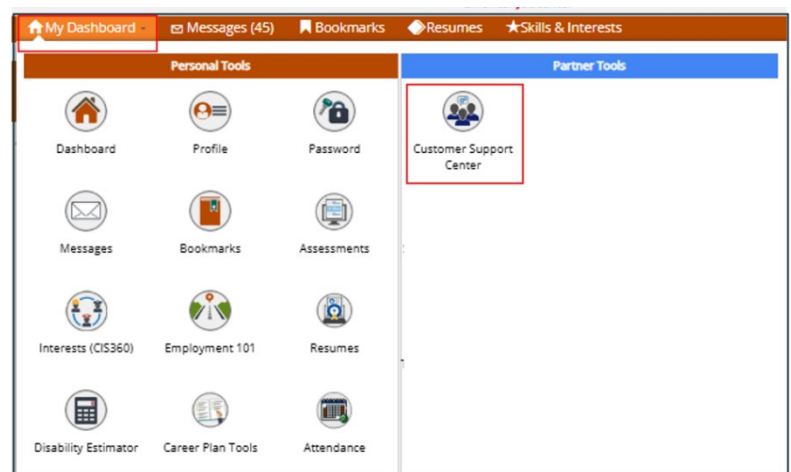
The Work Plan provides clarity and structure by outlining the pieces of the project.

## Who Enters/Maintains Data

**Grantee staff** associated with an agency/program in the Illinois workNet system can view, add, and edit the Work Plan.

## Access the Work Plan tab

1. Log in to [www.illinoisworknet.com](http://www.illinoisworknet.com)
2. Select **My Dashboard**.
3. Select **Customer Support Center** in the Partner Tools.



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

Id	Name	Type	Active	Partners	Customers
14163	GRF	ProjectGroup	true		

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

Search By

Program Year: PY 25: 07/01/25 - 06/30/26

Name: [Input Field]

Lwia: LWIA 26

Grantee: GRF - (7) Chicago Cook Workforce Partnership

Service Level: Select

Buttons: Search, Export, Reset Filters, Upload Customer Information, Add Customer

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

Search By

Program Year: PY 25: 07/01/25 - 06/30/26

Lwia: LWIA 5

Grantee: GRF - Training for LWIA 5

Buttons: Submit Project Plan, Reset Filters

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7. The **Work Plan** (Project Plan) consists of the following sections:

- Project Narrative
- Project Timeline
- Plan Numbers: Projects Serving Individuals
- Plan Numbers: Capacity Building Activities, Funding, & Outcomes

## Project Narrative

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

- **Grant Number** – The number automatically prefills from the Grantee Details.

Anyone in the Grantee/Provider's office with access to GRF will appear 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 at the top.



## Project Timeline

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

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

1. This group consists of the following sections with **boxes to enter planned numbers**:

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

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

1. This group consists of the following sections with **boxes to enter planned numbers**:

- Projection Title
- Employer Outcomes
- Capacity Building

2. After both of the **Plan Numbers** sections and the **Project Timeline** section have been completed, scroll up to the top of the page 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.

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

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

The screenshot shows the 'Work Plan' tab selected. Below the header, it says 'QUARTERLY REPORTS: PROJECT PLAN'. Metadata includes: Grantee Name: GRF - Training for LWIA 5, Created By: 03/24/2026 - Morgan Markle, Approved By: Not Yet Approved, and Closed By: Not Yet Closed. There are three buttons: 'Submit for Approval' (highlighted with a red box), 'Return to Work Plan List', and 'Save' (highlighted with a red box). Below these are three blue sections: 'Project Narrative', 'Project Timeline', and 'Program Activities and Outcome Plan Numbers: Projects Serving Individuals'.

The screenshot shows the 'Work Plan' tab with filters for Program Year (PY 25: 07/01/25 - 06/30/26), Lwia (LWIA 5), and Grantee (GRF - Training for LWIA 5). There are buttons for 'Submit Project Plan' and 'Reset Filters'. A table lists the work plans with columns: Project Work Plan, LWIA #, Office, Grant #, Program Year, Added By, Added Date, Status, and Export. The first entry is 'GRF - Training for LWIA 5' with a status of 'Not Approved' and an 'Export' button (both highlighted with a red box). The footer shows 'Showing 1 to 1 of 1 entry' and a pagination control.

Project Work Plan	LWIA #	Office	Grant #	Program Year	Added By	Added Date	Status	Export
GRF - Training for LWIA 5	5	N/A	012726	PY 25: 07/01/25 - 06/30/26	Morgan Markle	03/24/2026	Not Approved	Export



## Planned vs. Actual GRF Dashboard

After a Work Plan has been completed, even if it hasn't yet been approved, the values entered into the **Planned** fields will be reflected on the dashboard.

Activities and Outcomes	Last Completed Quarter	# Planned	# Actual
<b>Service Levels</b>			
Participants Carried Over	0	2	2
Participants Recruited	0	2	1
Participants Enrolled	0	2	4
Participants Referred	0	2	0
Participants Closed	0	2	1