

US EPA ARCHIVE DOCUMENT

## TIPS ON WHAT MAKES A GOOD WORKPLAN

- Clear and concise workplan elements.
- Breakdown of objectives into logical, consecutive, clearly stated tasks or steps.
- Identify how each task will be accomplished.
- State expected products/outputs identified for each task, goal, and objective.
- Personnel, equipment, and other budget costs are clearly linked to the tasks/objectives listed in the workplan. Refer to pages 15 thru 17 for an Object Class Categories Worksheet which may be used to provide budget information (this is an optional form which can be used to explain the budget requested).
- Provide estimated time frames to accomplish the tasks.

### Try to avoid the following:

- Narratives where goals, objectives, tasks, timeframes, and outcomes are not easily identified.
- Specific outputs/deliverables are not identified.
- Timeframes or resources are not identified for specific objectives or tasks.
- Tasks which are not clearly stated that could lead to misinterpretation.
- Tasks that are too general.

**NOTE:** EPA has a grant writing tutorial which is available at:

<http://www.epa.gov/seahome/grants.html>

You may find some helpful suggestions for preparing your workplan in this tutorial.

**PLEASE CONTACT YOUR EPA PROJECT OFFICER WITH ANY QUESTIONS  
CONCERNING THE PREPARATION OF YOUR WORKPLAN**