

## Blueprint Community Grants Work-Plan / Timeline Example

1) Provide Projected Work Plan / Timeline / Milestones Note: Only complete what is necessary to accurately detail your project work plan / timeline / milestones.					Actual work completed
Task / Activity	Start Date	Completion Date	People Involved	Milestone / Result	What was done and date completed
Establish agreements with XX	November 26th, 2018	December 31, 2018	Operations Director & Food service manager (Project Manager)	Agreement signed.	
Establish agreements with food suppliers	February 1 <sup>st</sup> , 2019	February 5 <sup>th</sup> , 2019	Operations Director & Food service Manager (Project Manager)	Agreement signed.	
Construct new room/space- at XX	February 6, 2019	February 26 <sup>th</sup> , 2019	Operations Director; Facilities Workers	New space is provided for storage; existing storage space is open for food pantry.	
Open Free Food Market	February 16 <sup>th</sup> , 2019	Ongoing; monthly	Operations Director, Center Support Staff, Food Services Manager; Family Service staff	Free Food Market will be open to community.	
Open food pantry- XX site	February 25 <sup>th</sup> , 2019	Ongoing; weekly	Operations Director, Center Support Staff, Food Services Manager	Food pantry will be open to XX	

Construct new room/space- @ XX	Dec 1 <sup>st</sup> , 2019	April, 15 <sup>th</sup> 2020	Facilities Workers; Food Service Manager; Center Support Staff	Clear and accessible area is provided for food pantry.	
XX compliance approval	Dec, 1 2020	Dec, 15 2020	Food Service Manager, Compliance Manager	Signed approval	
Open food pantry- XX	Jan, 2021	Ongoing; weekly	Center Support Staff, Food Services Manager	Food pantry will be open to XX	
Conduct participation survey with XX	Feb, 2021	March, 2021	Operations Director, Food Service Manager, Health Services Team	Survey results will be collected and analyzed.	
Conduct food access survey	Feb, 2021	March, 2021	Operations Director, Food Service Manager, Health Services Team	Survey results will be collected analyzed.	
Complete growth assessments	September 2020	June 1 2021	Health Services Advocate; Health Services Team	BMI data will be collected.	