

2005 Showcase Awards Work Plan

– 50 points

Section One

Goals and Objectives – 16 points

- 1.1 Briefly describe (250 words or less) the goals of your entry. (5 points)
- 1.2 Briefly describe (250 words or less) why this goal was selected to address your situation. (5 points)
- 1.3 List the top three objectives to ensure the goal was met. (3 points)
- 1.4 Describe the target/primary audience for this project/program, including size, demographics, geographic range, and why this audience was selected. (3 points)

Section Two

Resources – 5 points

2.1 Staff
Position title _____
Responsibilities _____

2.2 Volunteer(s) (2 points)
Position title _____
Responsibility _____

2.3 Consultant
Position title _____
Responsibility _____

2.4 Agency
Position title _____
Responsibility _____

2.5 Budget (attach copy) (3 points)
Projected _____
Actual _____

Section Three

Planning and Implementation – 20 points

- 3.1 Briefly describe (250 words or less) your planning process. Attach a copy of your written plan. (5 points)
- 3.2 List the three most critical factors about the Plan. (3 points)
- 3.3 Briefly describe how you implemented your program/project. (3 points)
- 3.4 List three critical factors that supported the implementation of your program/project. (3 points)
- 3.5 Briefly describe three challenges that you were faced with during the planning and implementation of this program/project and how they were overcome. (3 points)
- 3.6 List three critical factors that you think are unique about your program/project. (3 points)
- 3.7 Attach your critical path. (subtract two if there is no critical path attached)

Section Four

Results – 9 points

4.1 Goal met: Yes___ No___ (3 points)
How did you measure your results?

4.2 Objectives met? Yes___ No___ (3 points)
How did you measure your results?

4.3 Did you exceed your goals/expectations? Yes ___ No___ (3 points)
How?
