

Standardized Work Plan (SWP)

Organization Name:

Project Title:

Budget Period: 1

Delete Budget Period

Goal # 1:

Delete Goal

Goal # 1, Objective # 1:

Delete Objective

Goal # 1, Objective # 1, Sub-Objective # 1:

Delete Sub-Objective

- Organizational Priorities: A. Telehealth/Telemedicine B. Childhood Obesity C. Behavioral Health D. Opioids / Substance Use Disorder
 E. Intimate Partner Violence F. Rural Health G. Health Insurance Reform
 H. Drug Pricing I. Value-Based Care J. N/A
 K. Other ("Other" options will be listed in Notice of Funding Opportunity Instructions)

Other Priority Linkage:

X	Milestone Activity A	<input type="text"/>			
	Description	<input type="text"/>			
	Outcomes/Deliverable(s)	<input type="text"/>			
	Staff Responsible	<input type="text"/>			
	Target Quarter/Frequency	Q1 <input type="checkbox"/>	Q2 <input type="checkbox"/>	Q3 <input type="checkbox"/>	Q4 <input type="checkbox"/>

Add Activity

Standardized Work Plan (SWP) Guidance

The Standardized Work Plan (SWP) organizes and documents project elements including goals, objectives, sub-objectives, activities, and deliverables. By aligning the Bureau of Health Workforce's program goals and outcomes to the grant or cooperative agreement's project objectives and activities, project and BHW program staff will be better equipped to execute operational strategies, monitor project progress, and improve program outcomes. Identification of key activities and their target completion time and/or frequency provides a blueprint for implementation and a benchmark for evaluating progress. This form highlights project elements throughout the length of the grant or cooperative agreement. Please read the Notice of Funding Opportunity (NOFO) thoroughly for any additional instructions.

The SWP must be completed according to the following instructions:

1. **Organization Name:** Enter the legal name of the applicant. This name must be the same name that appears in box 5 of the SF-424 R&R form.
2. **Project Title:** Insert the project title. This title must be the same title that appears in box 11 of the SF-424 R&R form. This project title is used in the application and throughout the entire length of the project.
3. **Budget period:** The Standardized Work Plan must be organized by budget year. For example, if the funding opportunity has a project/budget period of two years, insert all of year 1's goals, objectives, sub-objectives, and activities; then click 'Add Budget Period' to complete the goals, objectives, sub-objectives, and activities for budget period 2. The same goals, objectives, and sub-objectives will be auto-populated into subsequent budget periods.
4. **Project Goals:** The project goal(s) should correspond and mirror the program's goal(s) located in the Notice of Funding Opportunity. The BHW programmatic goals are statements/general guidelines describing what the project aims to achieve.
5. **Objectives and if applicable, sub-objectives:** Include your project's objectives/sub-objectives as stated in your project narrative. If the Notice of Funding Opportunity has specific program objectives, the program's objectives must be used. Once all activities corresponding to the objectives are entered, click 'Add Objective' or 'Add Sub-Objective' to start a new objective/sub-objective for the same budget period. The same objectives should be stated for all budget periods. For example, a two year project with three objectives will have the SWP organized as such:
 - a. Budget Period 1: Objective 1, Objective 2, Sub-Objective 2.1, Objective 3
 - b. Budget Period 2: Objective 1, Objective 2, Sub-Objective 2.1, Objective 3
6. **Organizational Priority:** If applicable, link project objectives to a Department of Health & Human Services (HHS), Health Resources and Services Administration (HRSA), or BHW priority that best fits. Use the checkmark tool to select the priority. If a department or agency priority is not listed, please select "other" and document the priority. If an objective or sub-objective does not associate with a priority, choose "N/A".
7. **Other Organizational Priority:** Document other or an additional organizational priority. If applicable, other priority linkage options will be listed in the Notice of Funding Opportunity Instructions.

8. **Milestone Activities:** Milestone Activities are key project activities needed to successfully achieve each objective. It is likely that more than one Milestone Activity will be needed in order to produce deliverables. A maximum of 25 Milestone Activities may be listed for each objective.
9. **Description:** Briefly describe the activity. Because multiple Milestone Activities may result in a single output, activities should be listed chronologically to demonstrate the connection between activities and objectives.
10. **Outcomes and Deliverables:** Provide outcome(s) for the activities. If applicable, provide deliverable(s). Deliverables are the direct, tangible results of activities. Deliverables may include but are not limited to the following:
 - a. Documents produced, curricula or education materials developed, research, etc.
 - b. The number of classes taught, meetings held, or materials produced and distributed; program participation rates; or
 - c. Hours of each type of service provided
11. **Responsible Staff:** List all staff roles/members directly working on an activity. For example, if the Project Director is involved with the activity, simply document: "Project Director (Dr. John Doe)" If the staff member's name is not available due to projected hiring, list the staff role.
12. **Target Quarter/Frequency:** Identify realistic target quarters within the budget period when work on each activity will occur. If work on the activity spans across multiple quarters, please mark each quarter that the activity takes place.

Note: A budget year (period) is divided into four quarters and starts at the beginning of the project. For example, if a program's project and budget year starts July 1, the first quarter for that program starts July 1 (i.e., Q1: Jul-Sep, Q2: Oct-Dec, Q3: Jan-Mar, Q4: Apr-Jun).
13. **Administrative Activities:** The following Administrative Activities should be included under applicable objectives and should be listed after all Milestone Activities:
 - a. Rapid Cycle Quality Improvement

For electronic submission of your application, please review the NOFO and [the SF-424 R&R Application Guide](#). Note the following additional guidance for completing the SWP:

1. Once you fill out the SF-424 R&R with the official title of your project, insert the same title to the Standardized Work Plan "Project Title" field.
2. All open fields are required and an error message will pop up for fields left blank in the form. Please use N/A in fields that are not applicable.
3. Applicants should add only one activity at a time. If the applicant adds many activity fields without filling in the information, there will be multiple error messages due to incomplete fields.
4. The SWP should be organized by budget period, not objectives. For example, if your project has three objectives for three years than you should organize your SWP listing all of year 1's objectives; then start on year 2, and complete the form with the same objectives from year 1.
5. When you add a Budget Period to the form, your goals and objectives from the previous year will transfer to the new budget period. Applicants will have the ability to edit and delete these objectives and objective statements if they are not necessary for the work plan in a subsequent budget period.