



# Developing Effective Work Plans

ACTION STEPS WHAT and HOW (main goal/task and sub-tasks)	WHEN do we want/need to do this?				WHO will be involved? (Which partners, organizations, people)	What RESOURCES will we need?	INDICATORS- How will we know when we've succeeded?
	Q 1	Q 2	Q 3	Q 4			
1.							
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**Q1= 1<sup>st</sup> Quarter (three months) of planning period, Q2=2<sup>nd</sup> Quarter, Q3=3<sup>rd</sup> Quarter, Q4=4<sup>th</sup> Quarter**