## Work Plan

**Project Title**: *[Your project title]*

**Organization(s)**: *[Lead organization and partners]*

**Project length**: *[12, 24, or 36] months*

| **Schedule** | **Activity** | **People** | **Partners + Collaborators** | **Technology** |
| --- | --- | --- | --- | --- |
| *[date, month, quarter, or phase]* | *[Detailed description of the project activity]* | *[List individuals and groups, including their roles/responsibilities, who will be engaged]* | *[List collaborators, vendors, and other partners involved]* | *[Provide the specific technologies that may be necessary]* |
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|  |  |  |  |  |
|  | *[Right click and select ‘insert row below’ to add lines as needed]* |  |  |  |

**Managing Risks:***[Include a brief reflection on any risks or obstacles that might cause delays, and how the team will address these if they arise]*

**Assessment plans:***[Include a brief reflection on how the team will measure and document its progress throughout the project and success at the conclusion of the project.]*

**Sustainability:***[Include a brief explanation, including technical infrastructure and specifications, of how the project deliverables will be made secure, usable, and discoverable for the long term.]*