# Work Plan and Budgeting

## WORK PLAN (WHAT CHANGE WILL HAPPEN; WHO WILL DO WHAT BY WHEN TO MAKE IT HAPPEN)

ONE DAY TRAINING PROGRAMME ON *"PROPOSAL WRITING"* FOR POST GRADUATE STUDENTS

## William Oduro

**KNUST**
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# HOW TO WRITE A WORKPLAN

☐ **WHAT IS A WORKPLAN?**

☐ A work plan is an outline of a set of goals and processes by which a team and/or person can accomplish those goals, offering the reader a better understanding of the scope of the project.

# Contd-

- ☐ Work plans, whether used in professional or academic life, help you stay organized while working on projects.

- ☐ Through work plans, you break down a process into small, achievable tasks and identify the things you want to accomplish

# STEPS

- ☐ **1. Identify the purpose for your work plan.**

- ☐ Work plans are written for various reasons. Determine the purpose up front so you can prepare properly.

- ☐ Keep in mind that most work plans are for a certain period of time (i.e., 6 months or 1 year)

# CONTD-

☐ In the workplace, work plans help your supervisor know what projects you will be working on over the next several months.

☐ These often come right after an annual performance review or as teams undertake large projects.

# CONTD-

☐ Work plans can also be the result of strategic planning sessions your organization holds at the beginning of a new calendar or fiscal year.

# CONTD-

☐ In the academic world, work plans can help students create a schedule for a large project.

☐ They can also help teachers plan their course material for the semester.

# CONTD-

☐ For a personal project, work plans will help you delineate what you intend to do, how you intend to do it, and by what date you intend to have it done.

☐ Personal work plans, while not strictly necessary, will help the individual keep track of his/her goals and progress.

# 2.Write the introduction and background.

- ☐ For professional work plans, you may have to write an introduction and background.

- ☐ These provide your supervisor or manager with the information they need to put your work plan into context.

- ☐ Writing an introduction and background is often unnecessary for an academic work plan.

# CONTD-

- ☐ The introduction should be short and engaging.
- ☐ Remind your superiors why you are creating this work plan.
- ☐ Introduce the specific project(s) you will be working on during this time period.

# CONTD-

☐ The background should highlight the reasons you are creating this work plan.

☐ For example, recite details or statistics from recent reports, identify problems that need to be addressed, or build off of recommendations or feedback you received during previous work projects

# 3. Determine your goal(s) and objectives.

☐ Goals and objectives are related in that they both point to things you hope to accomplish through your work plan.

☐ However, remember the differences, too; goals are general and objectives are more specific

# 4. Consider ordering your work plan by *"SMART"* objectives.

□ SMART is an acronym used by individuals searching for more tangible, actionable outcomes in work plans

# SMART

- ☐ **Specific**. *What exactly are we going to do for whom?*

- ☐ **Measurable**. *Is it quantifiable and can we measure it?*

- ☐ **Achievable**. *Can we get it done in the time allotted with the resources we have available?*

- ☐ **Relevant**. *Will this objective have an effect on the desired goal or strategy?*

- ☐ **Time bound**. *When will this objective be accomplished, and/or when will we know we are done?*

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# 5. List your resources.

☐ Include anything that will be necessary for you to achieve your goals and objectives.

☐ Resources will vary, depending on the purpose of your work plan

# CONTD-

☐ At the workplace, resources can include things like financial budget, personnel, consultants, buildings or rooms, and books.

☐ A detailed budget may appear in an appendix if your work plan is more formal.

# CONTD-

- ☐ In the academic arena, resources may include:

- ☐ Access to different libraries; research materials like books, newspapers, and journals; computer and Internet access; and professors or other individuals who can help you if you have questions

# 6. Identify any constraints.

☐ Constraints are obstacles that may get in the way of achieving your goals and objectives.

☐ For example, if you are working on a research paper for school, you may find that your schedule is too crowded to allow you to research and write properly

# CONTD-

☐ Therefore, a <span style="color:red">constraint</span> would be your overwhelming schedule, and you would need to cut something out during the semester in order to complete your work plan effectively.

# 7. **Who is accountable.**

- ☐ Accountability is essential for a good plan. Who is responsible for completing each task?

- ☐ There can be a team of people working on a task (see resources) but one person has to be answerable to a task being completed on time

# 8. **Write your strategy.**

☐ Look over your work plan and decide how you will use your resources and overcome your constraints in order to reach your goals and objectives.

☐ List specific action steps. Identify what needs to happen each day or week for you to complete your objectives.

# CONTD-

- ☐ Also list steps other people on your team will need to take.

- ☐ Consider using project management software or a personal calendar to keep this information organized.

# CONTD-

☐ Create a schedule. Though you can create a tentative work schedule, realize that unexpected things happen and you need to build space into your schedule to prevent falling behind.

# DISCUSSION

# END