

## Partnership Work Plan Template

Work plans set out how a partnership will achieve its goals. They help convert big picture goals into smaller, more manageable outcomes and tasks.

Work plans help ensure that the skills, experience and resources brought together by the partnership are used efficiently and sustainably.

The most effective work plans acknowledge time constraints or other restrictions and set out simple, realistic strategies.

### Key elements

Key elements of a partnership work plan include:

- Clearly defined goals and outcomes – Whilst goals are broad and discuss general intentions, outcomes refer to the results, products or services that will be achieved. Outcomes are tangible and can be measured.
- Activities – lists what tasks will be used to achieve the outcome.
- Responsibilities – establishes which individuals or team will be responsible for implementing activities.
- Costs – provides an indication of the activity's cost and what kind of resources need to be assigned for it to be completed.
- Evaluation – ensures that measures to assess the effectiveness of an activity are included in the plans, such as recording achievements or collecting data.

### Using the template

A work plan template is included on the following page. This template requires you to:

1. Outline your partnership's goals
2. List the outcomes required to achieve each goal
3. Provide a list of specific activities that will address the outcome
4. Fill in the remaining key work plan elements relevant to the outcome.

A new template will be needed for each partnership goal.

The template can be completed by partnership leaders or a working party made up of partnership members. However, the development of a work plan should involve all members of the partnership in its development to ensure a sense of cooperation, commitment and ownership.