

Partners in Climate Action: sample project work plan

This sample Project Work Plan provides examples of the type of information and level of detail that applicants are expected to provide under Section G3 – Project Work Plan in the Application Form. The purpose of a Project Work Plan is to illustrate HOW an applicant intends to achieve Intended Outcomes:

	Key Milestones	Activities	Start Date	End Date	Responsibility	Performance Indicator
	Indicate completion of a project phase (255 characters max)	Description of tasks to be completed within a project phase, must include anticipated minimum outputs which the applicant is in control of and expected to deliver (500 characters max)	Anticipated start date of the first activity in a given milestone	Anticipated end date of the last activity in a given milestone	Identify project personnel who will be responsible for completing each activity	Anticipated results marking success of the milestone which the applicant can influence but not directly control (255 characters max)
Educational workshop example	Host a minimum of two workshops in two different communities to train small businesses on how their actions contribute to climate change, and set targets to reduce GHG emissions.	Plan and develop materials for the workshops including an agenda, presentation, evaluation forms, etc. Organize the workshops including inviting a minimum of 100 representatives from small businesses per workshop, securing a venue, hiring a caterer, creating promotional material, etc.	Mm/dd/yy	Mm/dd/yy	Project Manager will oversee preparation, delivery and evaluation of workshops. Outreach Coordinator will host the workshops and follow up with	50 participants attend each workshop 80 per cent of participants indicate the workshop provided the tools needed to support GHG emission reductions

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		<p>Host the workshops and distribute materials to participants.</p> <p>Evaluate the workshop by distributing and analyzing evaluation forms.</p> <p>Follow-up with representatives to support and track targets, and celebrate successes.</p>			representatives.	60 per cent of participants implemented GHG reduction measures
Behavioural trial example	Design and implement a behavioural trial in three multi-residential buildings to test and compare the efficacy of three behavioral tools (tool x, y, and z) in motivating energy conservation.	<p>Design a randomized control trial to test three types of behavioural tools to motivate energy efficiency uptake.</p> <p>Recruit minimum of 250 households to participate in the study.</p> <p>Conduct surveys and interviews to establish a baseline in the uptake of energy efficiency tools.</p>	Mm/dd/yy	Mm/dd/yy	<p>Project Manager will lead the design, implementation and evaluation of the trial.</p> <p>Outreach Coordinator will recruit and facilitate engagement with residents.</p>	<p>150 households participate</p> <p>65 per cent of households reduce energy consumption in the two month trial</p> <p>45 per cent of households report continued energy conservation</p>

	Key Milestones	Activities	Start Date	End Date	Responsibility	Performance Indicator
		<p>Implement trial and collect regular feedback to measure changes across households over a period of two months.</p> <p>Evaluate outcomes of the behavioural trial with a follow up survey two months after the initial trial.</p>			Consultant will evaluate results gathered from the trial and compile it into a report.	<p>practices</p> <p>60,000 kg of GHGs committed for reduction annually by households</p>
Communications plan example	Develop and implement a communications plan.	<p>Develop a communications plan to reach a 25,000 Ontarians of a specific target audience identified through user research and public surveys. The communications plan will include a minimum of:</p> <ul style="list-style-type: none"> ▪ Two social media posts per week; ▪ A bi- monthly newsletter; and ▪ One online pledge campaign. <p>Hire a contractor to design communications materials and implement the plan.</p>	Mm/dd/yy	Mm/dd/yy	<p>Outreach Coordinator will design approach.</p> <p>Consultant will design communication materials and execute plan.</p>	<p>10,000 Ontarians engage with social and traditional media outreach</p> <p>5,000 Ontarians pledge to adopt low-carbon choices</p>