

## APPENDIX E: Sample NCA Project Work Plan

<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Health Resources and Services Administration</b>  <b>PROJECT WORK PLAN</b>		<b>FOR HRSA USE ONLY</b>				
		Application Tracking Number				
<b>Section A – Training and Assistance in Fiscal and Program Management (Program Requirements)</b>						
<b>Target Audience</b>		Health Centers Serving Special Populations				
<b>Goal A1:</b> Develop and implement a workforce training/technical assistance plan to support health center recruitment and retention efforts, including strategies focused on health center managers, providers/staff, and board members.						
Objective	Activity	Expected Outcome	Data, Evaluation, and Measurement	Person / Area Responsible	Time Frame (Maximum 500 characters)	Comment(s) (Maximum 500 characters)
<b>A1.1</b> Develop a workforce recruitment and retention plan based on the results of a comprehensive needs assessment among at least 60% potential and existing health center grantees by February 2012	Conduct a needs assessment with health center managers, providers, staff, and board members via telephone, e-mail, web, and on-site	At least 60% of health centers will complete the survey online, by telephone, and on-site.	<ul style="list-style-type: none"> <li># of health centers who received the invitation to participate in survey</li> <li># of incentives distributed for survey completion</li> </ul>	Person or Department Name	August 1, 2011- December 1, 2011	
	Develop a comprehensive educational module for health center staff focused on the areas of staff motivation, communication guidelines, and time management	At least 50% of health centers will implement the train-the-trainer educational module	<ul style="list-style-type: none"> <li>train the trainer tools</li> <li># of web-based trainings</li> </ul>	Person or Department Name	By February 2012	
Objective	Activity	Expected Outcome	Data, Evaluation, and Measurement	Person /Area Responsible	Time Frame (Maximum 500 characters)	Comment(s) (Maximum 500 characters)
<b>A1.2</b> Implement a workforce	Pilot test a workforce recruitment and retention plan that is appropriate to	At least 50% of pilot tested Health centers	Inventory of current community models used by health	Person or Department Name	February 2012- May 2012	

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recruitment and retention plan to assess its feasibility at potential and existing health center grantees by June 2012	the health centers	find the workforce recruitment and retention model appropriate for their health centers	centers			
	Provide training, consultation and TA to strengthen health center programs based on individual health center needs assessment via telephone, e-mail, and on-site T/ TA	Trainees will report a satisfaction level of 80% or higher	<ul style="list-style-type: none"> <li>• # of on-site skills building workshops</li> <li>• # of participants</li> <li>• # of health centers</li> <li>• participant evaluation forms</li> </ul>	Person or Department Name	May 2012 – June 2012	
	Conduct training programs in the areas of staff motivation, communication guidelines, and time management	Training manual on workforce recruitment and retention	<ul style="list-style-type: none"> <li>• # of trainings</li> <li>• Results of staff/employee surveys</li> </ul>	Person or Department Name	May 2012 – June 2012	
	Support recruitment and retention for special populations' administrative and clinical positions	At least 60% of special population's administrative and clinical positions will work at the health center for 2 years	<ul style="list-style-type: none"> <li>• # of new hires for administrative and clinical positions.</li> <li>• # of administrative and clinical staff who left the health center</li> </ul>	Person or Department Name	By June 2012	