***Chesapeake Conservation Corps***

##  Work Plan Template

**www.chesapeakebaytrust.org / 410-974-2941**

**Work Plan Deadlines:**

1. By September 15th (1) Corps Mentor finds the Work Plan in the Corps Member’s folder on the [Corps Google Drive](https://drive.google.com/drive/folders/1EsPC6TiB_lV0gK9Hhss--RtOwA5LOZH0?usp=sharing) (after you double click on the document go to the top and Open With Google Docs), (2) the Corps Mentor completes the Work Plan except for the Capstone section, and (3) Corps Mentor reviews with Corps Member.
	1. There are 8 sections for major projects including the Capstone in the template. Add or remove sections based on your number of major projects.
	2. Note, the Corps Member is responsible for having some potential Capstone Project ideas by this date and should complete the Capstone Project section as a draft if possible.
2. After September 15th Trust staff will meet with Corps Mentors and Members to approve the Work Plans and Capstones (if feasible at that time).
3. By December 1st the Capstone Section must be completed with the final project decision.

**Work Plan Process:**

* The Work Plan is a living document which will be reviewed, refined, and status updated on a quarterly basis by Member and Mentor before reports are submitted.
* The Work Plan will live in the Corps Member’s Google Drive Folder where the Corps Member, Mentor, and Trust can access it.
* Minor timeline, priority, and task changes are permissible without approval. Major scope, timeline, or role changes must go through a Work Plan Revision Approval. See Work Plan Revision form for instructions.

**Status Key:**

* Not Started: On Schedule
* Not Started: Delayed Not Concerned
* Not Started: Delayed Concerned
* In Progress: On Schedule
* In Progress: Delayed Not Concerned
* In Progress: Delayed Concerned
* Completed
* Incomplete

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| --- | --- | --- | --- | --- |
| **Major Projects** | **Priority**  | **Role** | **Status** | **Timeline** |
| **1. [NAME]** | High-Low | Lead, Assist, As Needed | See above for key. | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| [DESCRIPTION: Summary describing the project including what success looks like.] |
| 1. [Key Action Steps with Description]
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| e. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PROJECT OUTPUTS (i.e. quantifiable deliverables, products, services, etc.): |
| PROJECT OUTCOMES (i.e. benefits, results, changes): |
| COMMENTS: |
|  |
| **2. [NAME]** | High-Low | Lead, Assist, As Needed | See above for key. | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| [DESCRIPTION: Summary describing the project including what success looks like.] |
| a. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| PROJECT OUTPUTS: |
| PROJECT OUTCOMES: |
| COMMENTS: |
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| **3. [NAME]**  | High-Low | Lead, Assist, As Needed | See above for key. | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| [DESCRIPTION: Summary describing the project including what success looks like.] |
| a. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **4. [NAME]**  | High-Low | Lead, Assist, As Needed | See above for key. | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| [DESCRIPTION: Summary describing the project including what success looks like.] |
| a. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **5. [NAME]** | High-Low | Lead, Assist, As Needed | See above for key. | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| [DESCRIPTION: Summary describing the project including what success looks like.] |
| a. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **6. [NAME]**  | High-Low | Lead, Assist, As Needed | See above for key. | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| [DESCRIPTION: Summary describing the project including what success looks like.] |
| a. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **7. [NAME]** | High-Low | Lead, Assist, As Needed | See above for key. | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| [DESCRIPTION: Summary describing the project including what success looks like.] |
| a. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **8. Capstone: [NAME]** | High-Low | Lead, Assist, As Needed | See above for key. | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| [DESCRIPTION: Summary describing the project including what success looks like.] |
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| PROJECT OUTCOMES: |
| COMMENTS: |
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Professional Development & Corps Elements Section

**Instructions:** This section is for and should be completed by the Corps Member by December 1st and updated on a quarterly basis by Member before reports are submitted just like the above.

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| **Professional Development**  | **Priority**  | **Status** | **Timeframe** |
|  | High-Low | Status | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
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| **Corps Training Events** | High-Low | Status | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| 1. Virtual Series: Self-Care & Boundaries
 | High |  | X |  |  |  |  |  |  |  |  |  |  |  |
| 1. Team Building
 | High |  | X |  |  |  |  |  |  |  |  |  |  |  |
| 1. Virtual Series: Providing & Receiving Feedback
 | High |  |  | X |  |  |  |  |  |  |  |  |  |  |
| 1. Chesapeake Watershed Forum
 | High |  |  |  | X |  |  |  |  |  |  |  |  |  |
| 1. Environmental Leadership Retreat
 | High |  |  |  | X | X |  |  |  |  |  |  |  |  |
| 1. Virtual Series: Building Emotional Intelligence
 | High |  |  |  |  |  | X |  |  |  |  |  |  |  |
| 1. DEI Training
 | High |  |  |  |  |  |  | X |  |  |  |  |  |  |
| 1. Professional Development
 | High |  |  |  |  |  |  |  | X |  |  |  |  |  |
| 1. Environmental Education Retreat
 | High |  |  |  |  |  |  |  |  | X | X |  |  |  |
| 1. All-Hands on Deck #1
 | Medium |  |  |  |  |  |  |  |  | X |  |  |  |  |
| 1. All-Hands on Deck #2
 | Medium |  |  |  |  |  |  |  |  |  | X |  |  |  |
| 1. All-Hands on Deck #3
 | Medium |  |  |  |  |  |  |  |  |  |  | X |  |  |
| 1. Virtual Series: Finding a Mentor
 | High |  |  |  |  |  |  |  |  |  |  |  | X |  |
| 1. All-Hands on Deck #4
 | Medium |  |  |  |  |  |  |  |  |  |  |  | X |  |
| 1. Corps Graduation
 | High |  |  |  |  |  |  |  |  |  |  |  |  | X |
| **Peer-to-Peer Site Visits** | High-Low | Metrics | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| 1. | Low | 1 in Fall |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Low | 1 in Fall |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | Low | 1 in Winter |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.  | Low | 1 in Spring |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. | Low | 1 in Spring |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. | Low | 1 in Summer |  |  |  |  |  |  |  |  |  |  |  |  |
| **Corps Opportunities** | High-Low | Metrics | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
| All-Hands on Deck Proposal Date | Optional |  |  |  |  |  |  | X |  |  |  |  |  |  |
| Mini Grant Proposals Due | Optional |  | X | X | X | X | X | X | X |  |  |  |  |  |