**FY 2021 NSGP Quarterly Work Plan Report (Example)**

|  |  |  |
| --- | --- | --- |
| Agency | Project Title | Project Manager |
| Nonprofit Name here | Same as Agency | Please put primary project manager for this report. You can include a secondary contact |

|  |  |
| --- | --- |
| Report for Quarter Ending | December 31 (September 1 through December 31) |
| State Administrative Agency Current Drawdown Balance as of December 10, 2019: | KHP will fill this in prior to sending it out to you. Please add Melanie Lawrence [melanie.lawrence@ks.gov](mailto:melanie.lawrence@ks.gov) to your email, so it does not go to spam. She will email this out, prior to quarter ending |

|  |  |  |
| --- | --- | --- |
| **Milestone 1:** | | |
| Date | Percentage Complete (If 100% Complete Date of Completion) | Notes, Changes to Milestone, Justification for Not Completing Milestone Deadline |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Milestone 2:** | | |
| Date | Percentage Complete (If 100% Complete Date of Completion) | Notes, Changes to Milestone, Justification for Not Completing Milestone Deadline |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Milestone 3:** | | |
| Date | Percentage Complete (If 100% Complete Date of Completion) | Notes, Changes to Milestone, Justification for Not Completing Milestone Deadline |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Milestone 4:** | | |
| Date | Percentage Complete (If 100% Complete Date of Completion) | Notes, Changes to Milestone, Justification for Not Completing Milestone Deadline |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Milestone 5:** | | |
| Date | Percentage Complete (If 100% Complete Date of Completion) | Notes, Changes to Milestone, Justification for Not Completing Milestone Deadline |
|  |  |  |

|  |  |
| --- | --- |
| **Project Status:** Please select one that best describes the status of your entire project. | * Not Started * On Schedule * Behind Schedule * Ahead of Schedule * Complete |

|  |  |
| --- | --- |
| **Project Management Step:** Please select one that best describes the status of your entire project. | * I**nitiate**: The authorization to begin work or resume work on any particular activity. Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task. * **Plan**: The purposes of establish, at an early date, the parameters of the project that is going to be worked on as well as to try to delineate any specifics and/or peculiarities to the project as a whole and/or any specific phases of the project. Involves working out and extending the theoretical, practical, and/or useful application of an idea, concept, or preliminary design. This also involves a plan for moving a project concept to a viable project. * **Execute**: The period within the project lifecycle during which the actual work of creating the project’s deliverables is carried out. Involves directing, accomplishing, managing and completing all phase and aspects of work for a given project. * **Control**: A mechanism which reacts to the current project status in order to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring. Involves exercising corrective action as necessary to yield a required outcome consequent upon monitoring performance. Or, the process of comparing actual performance with planned performance, analyzing variances, evaluating possible alternatives, and taking appropriate correction action as needed. * **Close-Out**: The completion of all work on a project. Can also refer to completion of a phase of the project. Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project. **All remaining funds will be moved to another project upon Regional Council vote. If you hope to be the recipient of other project remaining funds then you are in the Control step.** |