**Appendix III. Project Workplan**

List the key activities to finish the project. Include the date you hope to finish each activity. Include who will be responsible for making sure the activity is complete. Please insert additional rows as needed. See page 2 for an example workplan.

| **Activity** | **Timeframe for completion** | **Person and agency responsible** |
| --- | --- | --- |
| Activity 1: |  |  |
| Activity 2: |  |  |
| Activity 3: |  |  |
| Activity 4: |  |  |
| Activity 5: |  |  |

**Sample Project Workplan**

| **Activity** | **Timeframe for completion** | **Person and agency responsible** |
| --- | --- | --- |
| Activity 1: Order equipment and supplies for the outdoor learning library space. Keep track of all invoices and bills. | May 2023 | Jamie Garcia,  Happytown Library |
| Activity 2: Prepare site and install outdoor learning equipment at Happytown Library. Take photos of complete work. | July 2023 | Jordan Smith,  Rainbow City Engineer |
| Activity 3: Organize a ribbon cutting event and press release for the community to announce the library’s new outdoor learning space. | August 2023 | Jamie Garcia,  Happytown Library |
| Activity 4: Organize, schedule, and promote after school activities in the library’s new outdoor learning space. Recruit Scout volunteers to lead activities for younger children. | September - November 2023 | Ashley Johnson,  Scouts |
| Activity 5: Monitor outdoor learning space for any additional needs. Keep the space clean and report repairs as needed to Rainbow City Engineers | July 2023 - Ongoing | Jamie Garcia,  Happytown Library |