

## HRSA-15-140 National Cooperative Agreement (NCA) Project Work Plan Progress Report Template

### INSTRUCTIONS:

1. The Project Work Plan Progress Report must be submitted as part of the NCA NCC Progress Report. Applicants are encouraged to use this template as a guide to accurately completing the Project Work Plan Progress Report.
2. The Project Work Plan Progress Report will be developed by modifying a copy of the 22-month Project Work Plan you negotiated with your Project Officer following the September 1, 2015 award.
3. Applicants will add the new fields, as noted below, to the copy of your most recently approved 22-month Project Work Plan.
4. This template includes guidance regarding the placement and completion of the new fields (highlighted in red): Progress on Target Area Specific Measure Expected Impact, Progress, and Evaluative Measure Current Value.

**Target Area:** *Do not edit or delete information in this field.*

**Target Area Specific Measure:** *Do not edit or delete information in this field.*

**Target Area Specific Measure Expected Impact Narrative:** *Do not edit or delete information in this field.*

**Progress on Target Area Specific Measure Expected Impact:** **New field to be added to Project Work Plan.**  
*Describe progress to date toward the Expected Impact under each Target Area Specific Measures.*

**Key Factors:** *Do not edit or delete information in this field*

No.	Type	Key Factor Description
1		
2		
3		
4		
5		

The following fields are completed for each Target Area Specific Measure.

**Activities**

**Activity 1:** *Do not edit or delete information in this field.*

Activity Audience	Person/Area Responsible	Time Frame	Expected Outcome
<i>Do no edit or delete information in this field.</i>	<i>Do no edit or delete information in this field.</i>	<i>Do no edit or delete information in this field.</i>	<i>Do not edit or delete information in this field.</i>

**Progress: New field to be added to the Project Work Plan.**

*Describe progress to date on performing each activity and achieving each expected outcome.*

**Activity 2:** *Do not edit or delete information in this field.*

<b>Activity Audience</b>	<b>Person/Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>
<i>Do not edit or delete information in this field.</i>	<i>Do not edit or delete information in this field.</i>	<i>Do not edit or delete information in this field.</i>	<i>Do not edit or delete information in this field.</i>

**Progress: New field to be added to the Project Work Plan.**

*Describe progress to date on performing each activity and achieving each expected outcome.*

**Activity 3:** *Do not edit or delete information in this field.*

<b>Activity Audience</b>	<b>Person/Area Responsible</b>	<b>Time Frame</b>	<b>Expected Outcome</b>
<i>Do not edit or delete information in this field.</i>	<i>Do not edit or delete information in this field.</i>	<i>Do not edit or delete information in this field.</i>	<i>Do not edit or delete information in this field.</i>

**Progress: New field to be added to the Project Work Plan.**

*Describe progress to date on performing each activity and achieving each expected outcome.*

**Activity 4:** Do not edit or delete information in this field.

Activity Audience	Person/Area Responsible	Time Frame	Expected Outcome
<i>Do not edit or delete information in this field.</i>	<i>Do not edit or delete information in this field.</i>	<i>Do not edit or delete information in this field.</i>	<i>Do not edit or delete information in this field.</i>

**Progress:** New field to be added to the Project Work Plan.

*Describe progress to date on performing each activity and achieving each expected outcome.*

**Required Evaluative Measures:** Do not edit or delete information in this field.

<p><b>Standard Evaluative Measure 1:</b> How many formal T/TA sessions are planned?</p>	<p><b>Goal:</b> Do not edit or delete information in this field.</p>	<p><b>Evaluative Measure Current Value:</b>  <b>New field to be added to the Project Work Plan.</b>  <i>Provide current data for each Standard Evaluative Measure based on all NCA T/TA completed to date (since September 1, 2015).</i></p>
<p><b>Standard Evaluative Measure 2:</b> How many health center representatives will participate in T/TA sessions?</p>	<p><b>Goal:</b> Do not edit or delete information in this field.</p>	<p><b>Evaluative Measure Current Value:</b>  <b>New field to be added to the Project Work Plan.</b>  <i>Provide current data for each Standard Evaluative Measure based on all NCA T/TA completed to date (since September 1, 2015).</i></p>
<p><b>Standard Evaluative Measure 3:</b> How well will health center representatives report that the T/TA met the stated objectives?</p>	<p><b>Goal:</b> Do not edit or delete information in this field.</p>	<p><b>Evaluative Measure Current Value:</b>  <b>New field to be added to the Project Work Plan.</b>  <i>Provide current data for each Standard Evaluative Measure based on all NCA T/TA completed to date (since September 1, 2015).</i></p>

<p><b>Standard Evaluative Measure 4:</b> How likely will health center representatives be to report that they will apply information, including best practice models, provided via T/TA activities?</p>	<p><b>Goal:</b> <i>Do not edit or delete information in this field.</i></p>	<p><b>Evaluative Measure Current Value:</b> <b>New field to be added to the Project Work Plan.</b> <i>Provide current data for each Standard Evaluative Measure based on all NCA T/TA completed to date (since September 1, 2015).</i></p>
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