

**Esmee Fairbairn Foundation
Example of a Workplan**

Note: this is one example of a workplan. You may want to amend the format used to suit your own particular project's needs. There may be an alternative format that you feel is more helpful to your own work planning and tracking. This is provided as a guide.

The key aims/purposes of your work	Activities	Date for completion of each activity	What will success look like and how will it be measured?	Progress including any unexpected results (to be updated from time-to-time e.g.six-monthly)
<i>e.g. Improve the creative writing skills of 20 prisoners, as part of a programme to boost their education.</i>	<i>e.g. a course of 20 one-to-one tutorials for prisoners lead by a creative writing Tutor.</i>	<i>e.g. Within six-months of start date (1 Jan 2003).</i>	<i>e.g. 20 prisoners to have attended the course, and produced a short story of their own. This to be put forward as part of their coursework towards an accredited educational qualification.</i>	<i>e.g. 16 prisoners have now completed the course. Two prisoners were transferred to another prison and couldn't complete the course having started it. The remaining two prisoners' courses are planned to start next month.</i>
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