

## **Project Work Plan and Timeline Instructions**

*If you have any questions about how best to structure your work plan, please contact the DBIA team prior to the application deadline.*

Consider all of the activities related to your project (including, for example):

1. Up-front Investigation (Project planning, equipment sourcing, or research of estimated costs, etc.)
2. Purchasing, shipping, installation of equipment
3. Staff training
4. Product development/trials
5. Licensure/State Regulations
6. Production time
7. Implementation of marketing plan

Applicants generally either organize the work plan chronologically or by phase/activity. Your work plan for the grant application should begin with the work to be completed after the grant award and should not include past work on the project.

DBIA expects to see the following information on your work plan:

**Steps/Phases-** See examples above and the sample work plans. Most projects should have a minimum of 3 main steps. Applicants can group similar activities together or identify phases of projects.

**Estimated Start Date-** This can be Month, Year. This is an estimate.

**Estimated Completion Date-** This can be Month, Year. This is an estimate. The approximate total time of the activity/phase should be reasonable based on the steps involved.

**Requirements-** Each budget item for the project should be listed under at least one activity/phase.

**Explanation-** Provide details on the actions required as it relates to the project. Also include any potential obstacles and how you would respond to them. Each step should have a minimum of 2 sentences to explain it.

**Emily Slatter, DBIA Program Coordinator, [eslatter@cdr.wisc.edu](mailto:eslatter@cdr.wisc.edu) | 608-301-7751**

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Nebraska, Ohio, South Dakota & Wisconsin**