

# 4



## PREPARATION ACTIVITIES for Program Service Delivery

### Set Up Workplan

- ▶ Outline All Workplan Activities and Timelines for the:
  - Service Delivery Plan
  - Capital Plan
  - Training Plan



### Monitor/Report on Progress

- ▶ Meet With Your Management Structure Regularly to Inform them of Progress
- ▶ Adjust Timelines if Necessary



### Monitor/Report on Budget

- ▶ Report on Status for all Budget Activities for Each Plan



### Hold Community Meeting

- ▶ Report on Progress with Program Development and Financial Status
- ▶ Ask for Input/Feedback on Program Issues