**Fiscal Year 2023 Maryland Offshore Wind Workforce Training Grant Program**

**Project Work Plan Template**

Please use this Project Work Plan Template as a guide as you begin your FY23 Maryland Offshore Wind Workforce Training Grant Program. The Project Work Plan should be between 2-4 pages in length and provide a comprehensive overview of the proposed project’s scope, timeline, list of project partners, marketing plan, and potential challenges.

Please submit this document as a PDF in addition to your Project Narrative and Budget Narrative and other required supplemental documentation.

**Project Scope Statement**

Please provide a project scope statement that provides the project purpose, goals and objectives, and strategies for achieving those goals and objectives. The project scope should align with the Program’s goals of supporting Maryland’s offshore wind workforce. Please include discussion of their sustainability commitments and how they intend to proceed with a project that is mindful of economic, environmental, and social sustainability. (500 word minimum).

**Detailed Project Timeline**

Please include a realistic and feasible timeline of all project milestones and anticipated completion date using the table template below. ***The timeline listed below is a sample project template. Please provide a timeline specific to your project.***Include a discussion of potential timeline challenges or constraints and mitigation strategies.

| **Project Quarter** | **Q2 2023** | **Q3 2023** | **Q4 2023** | **Q1 2024** | **Q2 2024** | **Q3 2024** | **Q4 2024** | **Q1 2025** | **Q2 2025** | **Q3 2025** | **Q4 2025** | **Q1 2026** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project start (Milestone 1)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone 1 completion** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone 2 begins** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone 2 completion** |  |  |  |  |  |  |  |  |  |  |  |  |

***Sample project template***

**List of Project Partners**

Please provide a list of project partners and training instructors who are expected to work on this project along with their defined roles and responsibilities.

**Marketing Plan**

Please provide a thorough marketing plan that details your strategies to get integrated into the offshore wind industry, with specific information regarding the applicant’s history of contracts and partnerships.

**Course Curriculum**

Please provide samples of the course curricula, syllabi, and modules for the training courses provided by the project.

**Graduate Placement Plan**

Please provide a drafted placement plan for how the applicant intends to connect graduates to employment.

**Challenges**

Please discuss potential constraints or challenges related to time, budget, and resources that may impact project success. Applicants should provide mitigation strategies for each identified challenge.