

Appendix 2.1 CHAPS Sample Work Plan

Work Plan Period Start Date: End Date:

Phase II: Identify and Engage Stakeholders

Steps	Activities	Person(s) Responsible	Due Date	Status <input checked="" type="checkbox"/> (Not Started, In Progress, Complete)
1. Clarify your goals for engaging stakeholders.				
2. Design an organizational structure to manage stakeholders.				
3. Link with other community initiatives.				
4. Identify stakeholders and determine their roles.				
5. Recruit stakeholders.				
6. Engage new stakeholders as the process evolves.				
7. Celebrate stakeholder contributions and successes.				