[This is a sample Alliance project plan template. After approving a [proposal](https://www.osha.gov/alliances/alliance-products-guide#Proposals) for an Alliance project, product, or activity beyond dissemination and outreach, OSHA may request that Alliance participant(s) develop a project plan to facilitate its completion. The project plan elaborates tasks and milestones and establishes target completion dates and responsible parties. For additional information, please see the [*Guidelines for OSHA's Alliance Program Participants: Alliance Products and Other Alliance Projects*](https://www.osha.gov/alliances/alliance-products-guide).]

**Project Description**:

|  |
| --- |
| [Provide a brief overview of the project or activity to be pursued.] |

**Project Rationale:**

|  |
| --- |
| [Describe how the project will add value or fill gaps in existing resources from OSHA and other organizations, or how it will address an emerging workplace safety and health issue. Include any data supporting the need for the project, including data on the hazard to be addressed, and indicate any OSHA Area(s) of Emphasis supported.] |

**Project Team Members:**

|  |
| --- |
| [List the names and affiliations of team members to be involved in the project.] |

**Resource Commitments:**

|  |
| --- |
| [Describe the resources the Alliance participants and OSHA agree to contribute to the project.] |

**Dissemination Strategies:**

|  |
| --- |
| [Describe how the Alliance participants and OSHA will promote awareness of the outputs of this activity. Alliance participants are encouraged to use promotion tools such as newsletters, magazines, e-mail blasts, social media, and other vehicles, as appropriate. They may also promote awareness at events, such as meetings and conferences.] |

**Evaluation Metrics:**

|  |
| --- |
| [Describe how the Alliance participants and OSHA will evaluate the impacts of the activity. This may be an estimate of the number of people who participated in an activity or viewed a product. Other evaluation methods may include surveys and the collection of anecdotal evidence of the product’s impact.] |

**Planning Timeline:**

[Use the tables provided to elaborate Milestones/Due Dates/Responsible Parties to complete specific tasks pursuant to the larger project. Add or delete rows and/or tables as necessary.]

***Task*:** [Specify]

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Due Date** | **Responsible Party** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Task:*** [Specify]

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Due Date** | **Responsible Party** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Task:*** [Specify]

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Due Date** | **Responsible Party** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |