



SAMPLE TABLE OF CONTENTS

WORKFORCE DEVELOPMENT PROJECT RETURN ON INVESTMENT REPORT:
(Name of project)

- I. PROJECT DESCRIPTION INCLUDING AMOUNT OF FUNDS RECEIVED, TOTAL AMOUNT EXPENDED, AND DATE OF COMPLETION OF FUNDED PROJECT *(see Agreement, especially #1 Purpose and #2(a) Statement of Work)*
- II. PROJECT GOALS *(see Agreement, especially #1 Purpose and #2(a) Statement of Work and Application if focus not realigned in the Agreement)*
- III. ISSUES (if any) IN MEETING GOALS *(ex.: late/defective shipping, equipment failure, anything causing the project to be delayed or not meet expectations)*
- IV. POSSIBLE EFFECTS ON THE WORKFORCE DEVELOPMENT PROGRAM WITH ANY IDEAS ON FUTURE DEVELOPMENT (if any) *(ex.: saw increased interest in students involved in the project and other students hearing about the trade because of the project, etc. ... project would have been better if ____, next time need to ask to for/make sure of __)*
- V. ACCOUNTING AND DESCRIPTION OF EXPENDITURES *(not a QuickBooks printout but a good description of what funds were spent on including to whom when appropriate)*
- VI. DESCRIPTION OF ANY SUCCESS OF OUTREACH DEMONSTRATING A RETURN ON INVESTMENT INCLUDING ANY CURRENT AND POTENTIAL ACCOMPLISHMENTS *(may include accomplishments in any area but should include achievements in workforce development of the trade(s) involved in the project)*
- VII. CONCLUSION OR SUMMARY (Include pictures, graphs, or charts)