

## Developing a Grant Staffing Chart

Most grants require a project management plan that specifies how grant activities will be managed and monitored on a day-to-day basis to ensure a successful implementation. The Grant Staffing Chart describes the members of the project management team, indicating the responsibilities of each member and the credentials that support their selection. Include the background training, experience, and qualifications of the grant Project Director, who is responsible for the overall programmatic and financial grant activities.

## Sample Staffing Chart

Information about program implementation should include the project staff, their qualifications, responsibilities, and time commitments. The following Staffing Chart is provided as an example; you should develop your own staffing chart specific to your organization.

<b>Program Personnel</b>	<b>Qualifications</b>	<b>Responsibilities</b>	<b>Time Commitments</b>
<b>Fiscal Agent:</b> <i>List name and title.</i>	<i>List degrees, certifications, and professional experience.</i>	<ul style="list-style-type: none"> <li>▪ Chair, Executive Committee</li> <li>▪ Supervise grant goals, objectives, and strategies</li> <li>▪ Coordinate evaluation strategies</li> <li>▪ Ensure dissemination of information to the public</li> </ul>	<i>List amount of time staff member will devote to each responsibility or activity</i>
<b>Project Director</b> <i>List name and title</i>	<i>List degrees, certifications, and professional experience.</i>	<ul style="list-style-type: none"> <li>▪ Member, Executive Committee</li> <li>▪ Coordinate Instructional and Technology activities</li> </ul>	<i>List amount of time staff member will devote to each responsibility or activity.</i>  <u>Recommended 100%</u>
<b>District Coordinator:</b> <i>List name and title.</i>	<i>List degrees, certifications, and professional experience.</i>	<ul style="list-style-type: none"> <li>▪ Member, Executive Committee</li> <li>▪ Manage programmatic activities/strategies</li> <li>▪ Coordinate professional development</li> <li>▪ Coordinate parental involvement activities</li> <li>▪ File programmatic reports with funding agency</li> </ul>	<i>List amount of time staff member will devote to each responsibility or activity.</i>  <u>Recommended 100%</u>

<p><b>Financial Coordinator</b> List name and title</p>	<p>List all degrees, certifications, and professional experience.</p>	<ul style="list-style-type: none"> <li>▪ Member, Project Executive Committee</li> <li>▪ Manage financial activities of grant</li> <li>▪ Coordinate purchasing for grant activities</li> <li>▪ File all financial reports with funding agency</li> </ul>	<p>List amount of time staff member will devote to each responsibility or activity.</p>
<p><b>Reading Coach(es)</b></p>	<p>List all degrees, certifications, and professional experience.</p>	<ul style="list-style-type: none"> <li>▪ Supervise instructional activities at each campus</li> <li>▪ Conduct professional development</li> <li>▪ Provide in-classroom coaching</li> </ul>	<p>List amount of time staff member will devote to each responsibility or activity.</p>