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Overview

The Workplan & Reports tab consists of:

- Workplans
- Reports

Who Enters/Maintains Data

Grantee staff associated with an agency/program in the Illinois workNet system can view, add, and edit customers.





Access Customer Group

- 1. Log in to <u>www.illinoisworknet.com</u>
- 2. Select My Dashboard.
- 3. Select Customer Support Center in the Partner Tools.



5. Select **GRF** on the Group Search. This will take you to the customer information.

	- SEARCH			
GROUP SEA	RCH			
Use Customer Support C a group to get started. L	Center Groups to organize customers a earn more	nd view information saved with e	ach customer's account. Create ye	our personal group or se
Group Name	Show Advanced Search			
50 💌 entries per pag	Search Q			
12288 GRF		Type ProjectGroup	Active Part true	tners Customers

Access Work Plan & Reports

Click the Work Plan & Reports tab.

A Contraction of the second			O DASHBOARDS -	4 GROUPS	1	1	Ξ	III HI, SPROGRAMS+
👤 GRF PRO	GRAM RE	PORTING SY	STEM					
Customer Information	Capacity Building	Work Plan & Reports						
Work Plan Reports								
Calendar Year	Select			~				
Grantee	GRF - Green Future	Collective		~				
Submit Project Plan Re	set Filters							

Workplan

- 1. Click the Work Plan tab.
- 2. Click Submit Project Plan.

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👤 GRF PRO	GRAM RE	PORTING SY	STEM						
Customer Information	Capacity Building	Work Plan & Reports							
Work Plan Reports									
Calendar Year	Select		,	~					
Grantee	GRF - Green Future	Collective	,						
Submit Project Plan Re	set Filters								





Quarterly Reports: Project Plan

The Quarterly Reports Project Plan consists of the following sections:

- Project Narrative
- Project Plan
- Projects Serving Individuals
- Capacity Building Activities, Funding & Outcomes

SRF PROGRAM REPORTING SYSTEM	
Customer Information Capacity Building Work Plan & Reports	
Work Plan Reports	
QUARTERLY REPORTS: PROJECT PLAN	
Grantee Name: GRF - Green Future Collective	
Silve Cancel	
Project Narrative	
Project Plan	
Program Activities and Outcome Plan Numbers: Projects Serving Individuals	
Program Activities and Outcome Plan Numbers: Capacity Building Activities, Funding, & Outcomes	
Save Cancel	•

Project Narrative

This section consists of the following project information:

- Grant Number
- Grantee Project Manager
- Grantee Reporting Staff
- Grantee Fiscal Staff
- Other (if needed)
- Project Overview
- Click Save

Grant Number	
321654987	~
Grantee Project Manager *	
Select	~
Grantee Reporting Staff *	
Select	~
Grantee Fiscal Staff *	
Select	~
Other (if needed)	
Select	~
Project Overview	

Project Plan

The project plan section consists of activities. To add an activity, click Add Activity

Save Cancel			
Project Narrative			
Project Plan			
ACTIVITIES Add Activity			
Activity Staff Responsible	Date/Month	Deliverable	0 Origin 🔶
	No data available in table		
Showing 0 to 0 of 0 entries			





Complete the Add Activity details:

- Activity
- Deliverables
- Staff Responsible
- Activity Date
- Click Save



Program Activities and Outcome Plan Numbers

Projects Serving Individuals

This group consists of the following selections with a box to enter planned numbers:

- Service Levels
- Services Provided
- Participant Post Exit Outcomes
- Gender
- Age
- Demographics
- Characteristics (Self-Reported)
- Potential Barriers

Building Activities, Funding, and Outcomes

This group consists of the following selections with a box to enter planned numbers:

- Business Engaged Outreach Events
- Employer Outcomes
- Capacity Building





Reports

The **Reports** tab consists of the following:

- Narrative Report
- Success Stories Admin

 Series Percention Capacity Building Work Plan & Reports

 Work Plan Capacity Building Work Plan & Reports

 Work Plan Capacity Building Reports

 Work Plan Capacity Building Reports

 Work Plan Capacity Building Reports

 Narrative Report

 Purpose: Grantees use the Narrative Report to submit the narrative that includes:

 . Summary of Grant Progress

 . Activitie

 . Accomplishments and Success Stories

 . Accomplishments for Next Quarter

 . Additional Information

 Success Stories Admin

 Purpose: Write a success story about a program, workshop, or training opportunity that is particularly noteworthy and significant. It may be about how a nemployrer worked with an employment program or about how a person gland personal employment.

 Run the report to:

 . View, edit, and approve/deny submitted success stories.

 . Export submitted success stories.

Narrative Report

- 1. Click Narrative Report
- 2. Click Add Narrative Update

		Work Plan & Reports		
	and a stand of the			
Work Plan Reports				
work than Reports				
Narrative Report				
Purpose: Grantees use the	Narrative Report to	submit the narrative that i	whater	
 Summary of Grant P 		suprin, one manacine mart	non-men	
 Summary of Grant P Artivities 	ogress			
Barriers and Technics	Assistance Needs			
 Accomplishments an 	d Success Stories			
 Expected Accomplish 	uments for Next Qua	ater		
 Additional Informati 	m			
Survey States Admin				
SUCCESS SECRET Admin				
Purpose: Write a success s	tory about a program	n, workshop, or training o	portunity that is particularly	v noteworthy and significant. It may be about how
employer worked with an	employment program	m or about how a person	ained personal employment	L.
Run the report to:				
	we/deny submitted			

👤 GRF PRO	GRAM REI	PORTING SY	STEM			
Customer Information	Capacity Building	Work Plan & Reports				
Work Plan Reports						
Grantee	GRF - Green Future	Collective	~			
Add Narrative Update	Reset Filters					
10 🕶 entries per page						
Grantee		Calendar Year	Quarter	+	Narrative	0 View





Workplan & Reports March 2025 v1

Add Monthly & Quarterly Update

The update consists of the following sections:

- Summary of Grant Progress
- Activities
- Barriers and Technical Assistance Needs
- Accomplishments and Success Stories
- Expected Accomplishments For The Next Month/Quarter
- Additional Information

Provide a narrative up	date regarding	the activity that or	courned over the l	ast gu	arter. Include a	summary of	
information from all a below.	pplicable categ	ories. All informati	ion from the nam	ative	nust be entered	into the tex	t box
Grantee:							
Calendar Year		Quarter *			Month *		
Select one	\sim	Select one	~	•	Select one		`
SECTION ONE: SUMM	ARY OF GRANT	PROGRESS .					
Provide a short executive Include information that	summary (1-3 p	paragraphs) of progr	ress during the repo	orting (veriod.		
SECTION TWO: ACTIVE							
Report on specific activit current Work Plan timell reason for the change(s)	ine. Describe any	porting period, inclu changes to the Wor	ding completion di k Plan timeline, st	nes an atting.	f key deliverable or activity delive	ts, as outlined ry: including th	in the
SECTION THREE: BARR							
Summarize any challeng grant progress of the Wo	vk Pian timeline	and how the project					
needed from the grantar	to address the is	mue(t).					
SECTION FOUR ACCOUNT	MPLICHMENTC	AND SUCCESS ST	WHES .				
SECTION FOUR ACCOR	accomplishment	ts and/or participan	t level 'success stor	ies." A	erticipante shaul	d give express	
Highlight ony significant permission if providing a	accomplishment participant succ	ts and/or participan xss story: in docume	t level "success stor inting success stori	es, incl	ude (1) backgrou	nd problem, o	er inne
Highlight ony significant	accomplishment participant succ ent, (2) services p	ts and/or participan xss story: in docume	t level "success stor inting success stori	es, incl	ude (1) backgrou	nd problem, o	er inne
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Success Story Admin

Success stories can be submitted for participants, employers, or community. Click Success Stories Admin.

GRF PRO	GRAM RE	PORTING SY	SIEM
Customer Information	Capacity Building	Work Plan & Reports	
Work Plan Reports			
Narrative Report			
Purpose: Grantees use th	ne Narrative Report to	submit the narrative that i	ncludes:
Summary of Grant	Progress		
 Activities Barriers and Techn 	ical Assistance Needs		
Accomplishments			
 Expected Accompl Additional Informa 	ishments for Next Qu ation	arter	
Success Stories Admin			
			pportunity that is particularly noteworthy and significant. It may be about how an gained personal employment.
Run the report to:			
	prove/deny submitted	success stories.	
 Export submitted s 			





The Success Story Admin assists in searching, editing, and approving submitted Success Stories.

Success Stories can be submitted using the <u>success</u> <u>story guide</u>.

Workplan & Reports

March 2025 v1

SUCCESS STORY ADMIN						
Participant Type	Program Type	Program Detail Type				
Participant ~	Select ~	Select ~				
Career Pathway/Industry	LWIA	EDR				
Select ~	Select ~	Select ~				
Start Date	End Date	Archived/Active				
		Active ~				
Search Export Clear						
50 v records per page		Search:				
First Name 🌵 Last Name 🌵 Participant	Type 🕴 Program Type 🕴 Cong. I	District EDR Date Status - Action				
No Results Found						
Showing 0 to 0 of 0 entries		\leftarrow Previous Next \rightarrow				