

Instructions: Create a separate row for each activity that you listed in the “Proposal Scope of Work” section under the “Proposal Information” section of your application. Describe the tasks that will be completed each quarter to allow for completion of that activity within the contract period. Add or delete rows as needed. Work Plan table starts on page 2. The table continues on page 3 for quarters 5-8.

EXAMPLE:

Project Activities	1st Quarter Tasks	2nd Quarter Tasks	3rd Quarter Tasks	4th Quarter Tasks
<i>Develop policy recommendations</i>	<i>Develop relationships with community members and organizations</i>	<i>Host listening sessions and focus groups</i>	<i>Summarize input from listening sessions and focus groups into draft recommendations. Share with participants of listening sessions and focus groups for feedback.</i>	<i>Finalize policy recommendations and share with policy-makers.</i>

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Scope of Work	1 st Quarter Tasks	2 nd Quarter Tasks	3 rd Quarter Tasks	4 th Quarter Tasks

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Scope of Work	5 th Quarter Tasks	6 th Quarter Tasks	7 th Quarter Tasks	8 th Quarter Tasks