**TEMPLATE – PROJECT WORKPLAN AND TASK CHART**

Please note that this is intended to be a template only, and applicants are not necessarily expected to use the exact chart format on the following page. Applicants may use other formats including spreadsheets if desired, as long as the information is conveyed clearly.

**Instructions:**

Identification of Tasks in Project Workplan

Define project tasks (e.g., Task 1 - Project Administration, Task 2 - Construction) and how each task furthers the goals and objectives of the project. Clearly indicate:

* Tasks for which partial or full funding will be provided by a source other than the OPC’s Proposition 1 grant program;
* Tasks that will have been partially or fully completed prior to grant execution; and
* Clearly indicate which tasks are contingent upon other tasks, and which tasks can be done separately; this information may be necessary if only part of the project is funded.
* **Do not** include tasks that would not be funded bya Prop 1 grant from the OPC.

Describe how each task will be implemented:

* Identify who will be responsible for completing each task. If applicable, include specifically named subcontractors if known, or types of subcontractors needed for the project (e.g., construction, revegetation, surveys) and the methods and criteria for selecting them, if the subcontractors are unknown.
* Include specific information about methods and techniques; equipment, facilities and materials.
* If applicable, provide the basis for the use of new or innovative technology or practices.

Schedule and Deliverables

Provide estimated completion dates for all Tasks and Deliverables in the Workplan table below. Each Task typically includes at least one deliverable, e.g., a Task summary report. The Workplan should allow for a 30-day review period by the OPC grant manager for drafts of all key project deliverable documents, and time to incorporate Grant Manager suggestions into the final documents. The Project Workplan should include project management and identify quarterly submission of progress reports and invoices. Applicants must plan and budget for administrative tasks that will be required by the OPC. Deliverables may include reports, publications, project summaries, presentations, data, and other products to be prepared and delivered to the OPC. All projects will need to submit a Final Report as a deliverable. Completion dates for tasks must allow for final reporting and cannot fall on last day of grant term.

Applicants must plan for at least one site visit by OPC staff.

If permits must be obtained for a proposed project, a timeline for obtaining them must be included in the chart.

**Template – Project Workplan and Task Chart:**

| **Task No.** | **Task Title** | **Deliverables and Key Project Milestones** | **Estimated Completion Dates** |
| --- | --- | --- | --- |
| 1 | Project Management and Administration | * 1. Quarterly Progress Reports   2. Quarterly Invoices   3. Executed Subcontracts   4. Project Data   5. Draft Final Report   6. Final Report   7. Project Close-Out Report   8. Final Invoice   9. <Insert additional deliverables> | * 1. Due within thirty (30) days following each quarterly month for the duration of the agreement.   2. Due within thirty (30) days following each month (or) quarterly month (or) semi-annual.   3. Due with Quarterly Progress Reports   1.4 All data due with Final Report  1.5 <Due sixty (60) days prior to end of grant term >  1.6 <Due at least thirty (30) days prior to end of grant term>  1.7 <Insert estimated due date> (Use complete dates, including year)  1.8 <Insert estimated due date>  1.9 <Insert estimated due date> |
| 2 | <Insert Task Title> | 2.1 <Insert additional deliverables> | 2.1 <Insert estimated due date> |
| 3 | <Insert Task Title> | 3.1 <Insert additional deliverables> | 3.1 <Insert estimated due date> |
| 4 | <Insert Task Title> | 4.1 <Insert additional deliverables> | 4.1 <Insert estimated due date> |
| 5 | <Insert Task Title> | 5.1 <Insert additional deliverables> | 5.1 <Insert estimated due date> |
| 6 | <Insert Task Title> | 6.1 <Insert additional deliverables> | 6.1 <Insert estimated due date> |