# PRELIMINARY SCOPE OF WORK TEMPLATE

**INSTRUCTIONS:** If you have already developed a Scope of Work for your grant proposal, you may upload that document as part of your application. If not, this template is intended to provide a resource for developing a Preliminary Scope of Work.

* Describe the **task(s)** to be supported by the PPA Grant
* Identify **anticipated deliverables** related to each task.
* Delete any unused tasks in the template.
* Once you have completed the tasks and deliverables portion, fill the **preliminary schedule** at the end of the document, adding **anticipated dates of completion**
* Save and upload the completed template to your PPA Grant application.

# **SCOPE OF WORK**

## **INSERT PROJECT NAME**

### Task 1 – INSERT TASK NAME HERE

**INSERT DETAILS OF DISCRETE TASK TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

#### Task 1 Deliverables:

1.1: INSERT NAME AND DESCRTIPTION

1.2: INSERT NAME AND DESCRTIPTION

1.3: INSERT NAME AND DESCRTIPTION

1.4: INSERT NAME AND DESCRTIPTION

1.5: INSERT NAME AND DESCRTIPTION

### Task 2 – INSERT TASK NAME HERE

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

#### Task 2 Deliverables:

2.1: INSERT NAME AND DESCRTIPTION

2.2: INSERT NAME AND DESCRTIPTION

2.3: INSERT NAME AND DESCRTIPTION

2.4: INSERT NAME AND DESCRTIPTION

2.5: INSERT NAME AND DESCRTIPTION

### Task 3 – INSERT TASK NAME HERE

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

#### Task 3 Deliverables:

3.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

3.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

3.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

3.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

3.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

### Task 4 – INSERT TASK NAME HERE

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

#### Task 4 Deliverables:

4.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

4.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

4.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

4.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

4.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

### Task 5 – INSERT TASK NAME HERE

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

#### Task 5 Deliverables:

5.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

5.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

5.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

5.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

5.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

### Task 6 – INSERT TASK NAME HERE

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

#### Task 6 Deliverables:

6.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

6.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

6.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

6.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

6.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

### Task 7 – INSERT TASK NAME HERE

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

#### Task 7 Deliverables:

7.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

7.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

7.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

7.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

7.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

### Task 8 – INSERT TASK NAME HERE

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

#### Task 8 Deliverables:

8.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

8.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

8.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

8.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

8.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

### Task 9 – INSERT TASK NAME HERE

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

#### Task 9 Deliverables:

9.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

9.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

9.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

9.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

9.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

### Task 10 – INSERT TASK NAME HERE

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

#### Task 10 Deliverables:

10.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

10.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

10.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

10.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

10.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

## **SCHEDULE (ONLY INSERT TASKS AND DATES; BUDGET TO BE ADDED LATER)**

| **DELIVERABLE** | **ESTIMATED DATE OF COMPLETION** | **ESTIMATED BUDET** |
| --- | --- | --- |
| Task 1 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 1.1 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 1.2 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 1.3 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 2 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 2.1 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 2.2 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 2.3 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 3 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 3.1 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 3.2 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 3.3 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 4 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 4.1 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 4.2 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 4.3 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 5 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 5.1 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 5.2 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 5.3 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 6 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 6.1 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 6.2 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 6.3 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 7 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 7.1 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 7.2 [INSERT NAME] | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 7.3 | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 8 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 8.1 | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 8.2 | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 8.3 | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 9 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 9.1 | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 9.2 | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 9.3 | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 10 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 10.1 | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 10.2 | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 10.3 | [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |