# Scope of Work Template

## TECHNICAL TASK LIST

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Task Code** | **CPR** | **Task Assigned** |
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## KEY NAME LIST

| Task # | Name of Personnel | Contractors | Business Partners |
| --- | --- | --- | --- |
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## GLOSSARY

| Acronym | Definition |
| --- | --- |
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|  |  |
|  |  |

## Background:

## Problem Statement:

## Goals of the Agreement

## Objectives of the Agreement:

## TASK 1 ADMINISTRATION

Task 1.1 Attend Kick-off Meeting

The Recipient shall:

Recipient Products:

Commission Project Manager Product:

Task 1.2 Critical Project Review (CPR) Meetings

The Commission Project Manager shall:

The Recipient shall:

Commission Project Manager Products:

Recipient Product:

Task 1.3 Final Meeting

The Recipient shall:

Products:

Task 1.4 Monthly Progress Reports

The Recipient shall:

Product:

Task 1.5 Final Report

The Recipient shall:

Products:

Task 1.6 Identify and Obtain Matching Funds

The Recipient shall:

Products:

Task 1.7 Identify and Obtain Required Permits

The Recipient shall:

Products:

Task 1.8 Obtain and Execute Subcontracts

The Recipient shall:

Products:

## TECHNICAL TASKS

## Task 2

## The Recipient shall:

## Products:

## Task 3

## The Recipient shall:

## Products:

## Task *<last task #>* Data Collection and Analysis

The Recipient Shall:

Products: