

Sample Scope of Work - Task & Schedule List

Gateway Name: ABC Gateway Site

Applicant Name: Same

Project Summary (from item 1 on page 2 of application):

This project – “Interpreting & Fostering Bay Stewardship at ABC Gateway Site” - will create an entirely new means for involving community residents and visitors in stewardship, while promoting and interpreting its importance at the same time. Specifically, the project will (a) design and establish an on-going volunteer restoration program focused initially on stream-side reforestation - a Bay watershed-wide priority with direct application on-site and (b) produce and install a series of three exterior wayside exhibits interpreting the function of forest buffers.

	Project Tasks	Product/Result	Primary Responsibility	Completion Date
	This column should specify all significant project tasks from start to finish, including review steps, evaluation, etc.	Identify the product that will result from each task.	List the individual(s) planned to have primary responsibility for the task. Note any contract responsibilities.	Using September 2007 as project start, list projected completion date for each task.
	Stewardship Program Development			
1	Develop a planting plan with mapped target areas and a list of prescribed plantings for each area	Plan with planting areas and prescribed plant species identified, and projected benefits outlined	Project Manager	September 2007
2	Hold initial volunteer team leader planning meeting	Team leader assignments for recruiting and planning	Volunteer Coordinator	September 2007
3	Order/acquire seedlings	1,000 seedlings	Volunteer Coordinator	January 2008
4	Recruit volunteers for initial planting sessions, maintenance & monitoring, exhibit installation and follow-up planting	Three teams of 20 planting volunteers, plus one team of 15 maintenance volunteers	Volunteer Coordinator and Volunteer Team Leaders (8 @ 2 leaders per team)	February 2008
5	Hold volunteer orientation meeting	Orientation of all volunteer teams	Volunteer Coordinator and Volunteer Team Leaders (8)	March 2008
6	Coordinate press coverage for planting session and exhibit opening	Press release; media contacts	Project Manager	March - April 2008
7	Conduct 3 planting sessions	1,000 seedlings planted	Volunteer Coordinator and Planting Team Leaders (6)	April 2008
8	Coordinate maintenance/monitoring sessions	Regular maintenance-monitoring over summer	Maintenance team leader (2)	May 2008 - October 2008
9	Order/acquire additional seedlings	Required seedlings on hand	Volunteer Coordinator and Maintenance team leader	October 2008
10	Conduct re-planting session	Replanted areas	Volunteer Coordinator and Planting Team Leaders (2-6)	November 2008

	Project Tasks	Product/Result	Primary Responsibility	Completion Date
	Exhibit Development			
11	Contract with exhibit designer for conceptual and final exhibit design, text editing and production of any new graphics	Request for Proposals (RFP) and final contract	Project Manager (Education Director)	September 2007 - RFP October 2007 – contract
12	Host on-site meeting with exhibit designers	On-site meeting and orientation for designers	Project Manager	October 2007
13	Develop conceptual wayside exhibit plan	Conceptual plan	Contractor (design)	November 2007
14	Review wayside exhibit plan, including CBGN staff review	Modifications to conceptual plan	Project Manager; CBGN staff	December 2007
15	Write draft wayside exhibit text	Draft text	Writer/researcher	January 2008
16	Produce draft wayside exhibit designs	Draft designs	Contractor (design)	February 2008
17	Review draft wayside exhibit designs, including CBGN review	Modifications to draft designs	Project Manager; CBGN staff	February 2008
18	Modify designs as necessary	Final designs	Contractor (design)	March 2008
19	Contract with exhibit fabricator	RFP, contract	Project Manager	October 2007
20	Fabricate signs and deliver to site	Fabricated signage	Contractor (fabrication)	April 2008
21	Install three wayside exhibit panels	Installed signs	Volunteer installation team	April 2008
23	Host grand opening of exhibits and reception for volunteers	Grand opening event	Project Manager	May 2008