

EXHIBIT 3-R NON-INFRASTRUCTURE PROJECT WORK PLAN SAMPLE

This sample is for projects performed by local agency staff. It may be modified for work performed by consultant.

Date:							
Project Number:							
Project Location:							
Project Description:							
Task Summary:					Start	End	Cost
Task "A"							
Task "B"							
Task "C"							
GRAND TOTAL							
TASK "A" DETAIL:							
Task Summary:							
Schedule:			Start Date:	Month-Year	End Date:	Month-Year	
Activities/	1						
Deliverables:	2						
	3						
Staff Costs:							
Staff Time				Hours	Rate	Total \$	
Party 1 - Position/Title							
Party 2 - Position/Title							
Task Notes:				Staff Costs:			
				Indirect Costs:			
				Total Staff Costs:			
				Other Costs:			
				Travel:			
				Equipment:			
				Supplies/Materials:			
				Other Direct Costs:			
				Total Other Costs:			
			TASK GRAND TOTAL:				

- Repeat Task Details table for all identified tasks
- Include a Gantt Chart for the tasks, if appropriate.