**Project name:**

**Introduction:**

**Responsible parties:**

**Project objectives:**

**TASK ITEMS**   
*Group scope of work items into seven main tasks or less. Use the main task items to complete the budget worksheets, appendices C and D.*

**Task 1 name:**

**Subtasks (if applicable)**

**1.1**

**1.2**

**1.3**

**Responsible party for completing Task 1 item(s):**

|  |  |
| --- | --- |
| Task | Deliverable |
| 1.1 |  |
| 1.2 |  |
| 1.3 |  |

**Task 2 name:**

**Subtasks (if applicable)**

**2.1**

**2.2**

**2.3**

**Responsible party for completing Task 2 item(s):**

|  |  |
| --- | --- |
| Task | Deliverable |
| 2.1 |  |
| 2.2 |  |
| 2.3 |  |

**Task 3 name:**

**Subtasks (if applicable)**

**3.1**

**3.2**

**3.3**

**Responsible party for completing Task 3 item(s):**

|  |  |
| --- | --- |
| Task | Deliverable |
| 3.1 |  |
| 3.2 |  |
| 3.3 |  |

**Task 4 name:**

**Subtasks (if applicable)**

**4.1**

**4.2**

**4.3**

**Responsible party for completing Task 4 item(s):**

|  |  |
| --- | --- |
| Task | Deliverable |
| 4.1 |  |
| 4.2 |  |
| 4.3 |  |

**Task 5 name:**

**Subtasks (if applicable)**

**5.1**

**5.2**

**5.3**

**Responsible party for completing Task 5 item(s):**

|  |  |
| --- | --- |
| Task | Deliverable |
| 5.1 |  |
| 5.2 |  |
| 5.3 |  |

**Task 6 name:**

**Subtasks (if applicable)**

**6.1**

**6.2**

**6.3**

**Responsible party for completing Task 6 item(s):**

|  |  |
| --- | --- |
| Task | Deliverable |
| 6.1 |  |
| 6.2 |  |
| 6.3 |  |

**Task 7 name:**

**Subtasks (if applicable)**

**7.1**

**7.2**

**7.3**

**Responsible party for completing Task 7 item(s):**

|  |  |
| --- | --- |
| Task | Deliverable |
| 7.1 |  |
| 7.2 |  |
| 7.3 |  |