# 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:**