

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.

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

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