

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:	Jan. 01, 2011			
Project Number:	SRTSLNI-XXXX(XXX)			
Project Location:	In the City of Any Town, from Somewhere to Anywhere			
Project Description:				
Task Summary:		Start	End	Cost
Task "A"	Task Name	Month-Year	Month-Year	\$
Task "B"	"	"	"	\$
Task "C"	"	"	"	\$
..	"	"	"	\$
..	"	"	"	\$
GRAND TOTAL				\$
TASK "A" DETAIL:				
Task Summary:				
	Schedule:	Start Date:	Month-Year	End Date: Month-Year
Activities/ Deliverables:	1			
	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.