**LCBP Project Task Outline and Timetable**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task #** | **Task description** | **Summary of task goal/Objective** | **Outputs and deliverables** | **Timeline** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

Add tasks and rows as necessary for your project. See directions on page 2.

**Use the following guidance when developing your task table above**:

* Please try to keep the number of tasks to a minimum with tangible deliverables in each task.
* Task Number: Task 1, 2, 3, etc.
* Task title: A short, 2-3 word title for your task. This should be a general descriptor for the overall work you will complete with this task.
* Summary of task goal(s)/Objective: A short phrase describing the individual goal(s) that you will accomplish during the task.
* Outputs and deliverables: List the output(s) and deliverable(s) that will be generated upon completion of the task. Outputs are completed activities, and deliverables are physical or electronic products created and submitted to LCBP. Outputs can also be deliverables.
* Timeline: List the month or range of months, and year when you will complete the task.
* **All tasks must have an associated budget**. If a task has no associated cost, please remove it from the task table and describe it elsewhere in the proposal.
* **Each task must be complete before an invoice for that task can be paid**. Please split tasks into multiple phases if necessary for your invoicing purposes.
* Your last task should always include reporting, which includes completing quarterly and final reports. The timeline for this task should be completed on a specific date, not a range.
* Work shall be completed within the specified performance period in the RFP.

**Additional information about project tasks**:

* Quarterly progress reports must be filed with the LCBP project officer on the first day of April, July, October and January, but they do not need to be included in the Project Task Outline and

Timetable. A template for these reports will be sent to you via email. The report must reflect progress (or lack thereof) based on your task schedule.

* All products intended for public distribution must clearly display the LCBP/NEIWPCC logo and indicate that the project was funded by the Lake Champlain Basin Program/NEIWPCC.

***SAMPLE Project Task Outline and Timetable***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Task*** | ***Task Description*** | ***Objective*** | ***Deliverable*** |  |
| 1 | Press release announcing grant award and describing project. | To inform the public on the award and project.  | Electronic copy of the press release.  | March – April 2025 |
| 2 | Research and compile relevant historic information.  | Draft of materials for the exhibits and the brochure; purchase three aluminum frames. | Provide LCBP designer with complete set of graphics and 250 words text for three interpretive signs. | May – July 2025 |
| 3 | Design exhibits and draft outline for the brochure. | Finalize wayside content; fabricate panels; develop draft brochure. | Revised draft of three wayside exhibits and draft of brochure. | July - August 2025 |
| 4 | Install the exhibits and print the brochure. | Final installation of the signs and copies of the brochure. | Picture of 3 installed signs; 30 hard and one soft copy of final brochure. | August - October 2025 |
| 5 | Quarterly and Approved Final Report | Complete quarterly and final reports. | Quarterly and Approved Final Report. | 12/31/25 |