Attachment 2 - Proposed Work Plan

Offerors must utilize the provided format to submit their project work plan. Additional rows for goals, activities, and deliverables can be added as necessary, and any unused space may be removed. When developing the project work plan, carefully consider the following:

A. Identify and list the goal and objective of the project. Goals are typically broad statements; they define a target for achievement. Objectives are statements that are focused and detailed. When the objective is accomplished, it achieves the goal or makes progress toward the achievement of the goal.

B. "Activities" are essential activities needed to be complete to ensure the success of the project. They are the major steps taken to meet the objective.

C. "Sub activities" are activities performed to complete the primary activities. Identify how funds will be spent, according to the project budget. When identifying responsible entities in the work plan, use job titles instead of names for key project staff. Projects may have multiple primary activities and corresponding sub-activities.

D. List all known requirements and standards that govern or affect how the activities will be completed. These may be industry standards, internal standards for conducting these types of activities, or other regulatory requirements or standards.

E. Identify and list the results that are expected from the completion of the activities. The result should also meet the objective of the project.

F. Identify and list what will be measured to certify the result has been achieved.

G. Enter corresponding "deliverables" as related to each activity. There may not be a deliverable for every sub activity. Deliverables are typically tangible objects like progress reports, websites, databases, technical reports or manuscripts submittable to academic journals that are produced because of the activities performed. They are "delivered" to the state as evidence or compliance (or not) with standards and requirements for performance and can indicate progress made on the project. Deliverables are limited only to tangible items that will be submitted for review.

The following elements are required in **_all_** work plans:

1. REQUIRED: **Quarterly Progress Reports** must be included as deliverables, every 3 months during the project term.
2. REQUIRED: **Annual Reports** must be included as deliverables, every 12 months during the project term.
3. REQUIRED: **Estimated Project Completion Date**
4. REQUIRED: **Draft Final Work Product** to be reviewed by AQE staff for approval
5. REQUIRED: **Final Work Product,** to be completed 15 days after approval of Draft Final Work Product by AQE Staff.

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PROJECT NAME: Click or tap here to enter text.
Goal #1: Click or tap here to enter text.
Objective #1: Click or tap here to enter text.

Primary Activity #1 *(Needed to meet the project goal and/or objective)*
Click or tap here to enter text.
Sub-Activities *(Needed to complete the Primary Activity)*
1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

Standards and Requirements *(These establish quality and ensure the activity will provide the expected results)*
1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

Expected Results of Activity(s) *(Newsworthy results that meet the project goal/objective)*
1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

Measurement of Expected Results *(What will be measured to ensure the expected results are achieved)*
1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

Deliverables (Typically, tangible objects produced as a result of the activity evidence of progress and compliance with standards and requirements)

Completion Date *(When are the deliverables due)*	
Quarterly Progress Reports	Click or tap here to enter text.
Annual Reports	Click or tap here to enter text.
Draft Final Report	Click or tap here to enter text.
Final Report on Project Completion	Click or tap here to enter text.
Estimated Project Completion Date	Click or tap here to enter text.

Primary Activity #2 *(Needed to meet the project goal and/or objective)*

Click or tap here to enter text.

Sub-Activities *(Needed to complete the Primary Activity)*

1.Click or tap here to enter text.

2.Click or tap here to enter text.

3.Click or tap here to enter text.

Standards and Requirements *(These establish quality and ensure the activity will provide the expected results)*

1.Click or tap here to enter text.

2.Click or tap here to enter text.

3.Click or tap here to enter text.

Expected Results of Activity(s) *(Newsworthy results that meet the project goal/objective)*

1.Click or tap here to enter text.

2.Click or tap here to enter text.

3.Click or tap here to enter text.

Measurement of Expected Results *(What will be measured to ensure the expected results are achieved)*

1.Click or tap here to enter text.

2.Click or tap here to enter text.

3.Click or tap here to enter text.

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