



South LA Decides
2021 Workforce Development RFQ
Scope of Work Template
Project Work Plan and Timeline

Instructions:

Using the below template, provide a realistic and detailed work plan that outlines the activities you will complete as part of your project. Display each activity and corresponding timeline in chronological order. List each activity, the timeframe during which each activity will take place (month or range of months), the person(s) or position(s) responsible for each task, and a list of tangible deliverables associated with each activity. **Note:** If subcontractors will be used, include tasks delegated to them.

You may add rows as necessary.

Project Activity	Timeline (Month)	Responsible Parties	Deliverable
<i>Ex. Activity 3: Draft stakeholder engagement plan</i>	<i>February-March 2022</i>	<i>PD (Project Director) PC (Project Coordinator) OC (Outreach Coordinator)</i>	<i>Completed Stakeholder Engagement Plan by XX/2022</i>