APPENDIX K:
SCOPE OF WORK INSTRUCTIONS
**SCOPE OF WORK INSTRUCTIONS**

### HEADER

<table>
<thead>
<tr>
<th><strong>Contract Number</strong></th>
<th>Indicate contract number provided by First 5 LA. If contract number has not been provided, leave blank.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency Name</strong></td>
<td>Indicate the legal name of your agency, as stated in the contract.</td>
</tr>
<tr>
<td><strong>Project Name</strong></td>
<td>Indicate the program name being funded by First 5 LA.</td>
</tr>
<tr>
<td><strong>Project Length</strong></td>
<td>Indicate the number of approved project years. Include total project length with start and end date in the following format, [e.g., 3 years (7/1/05 - 6/30/08)].</td>
</tr>
<tr>
<td><strong>Contract Period</strong></td>
<td>Indicate the current year of the project length. Include current contract period for the respective scope of work with start and end date in the following format, [e.g., Year 1 (7/1/05-6/30/06)].</td>
</tr>
<tr>
<td><strong>Revision Date</strong></td>
<td>Indicate the revision date only if the scope of work/workplan was revised through a modification after the contract was established.</td>
</tr>
</tbody>
</table>

### Objectives

Indicate a clear and measurable objective that states the anticipated result. Include: who, what, when, where, how, and how much for each objective.

*Example of objective:*

**By June 30, 2005,** ABC Agency will **create a master plan** for a school readiness campaign targeting **local school districts** in **Los Angeles County** resulting in **nine (9)** new child care sites.

*NOTE:* The objective status should remain unchecked when completing the Scope of Work.

### Activities and Subtasks

Indicate the activities and subtasks leading to the fulfillment of the corresponding objective. The Activities should include benchmarks or milestones, specific processes or events in chronological order that mark progress towards each objective.

The Subtasks are the necessary steps related to each activity. Subtasks should include the methods by which an activity will be completed, e.g. phone, meeting, interviews, document reviews, focus groups, etc. Being as specific and detailed as possible will make it easier to identify implementation gaps.

Be sure to include the appropriate quantity or frequency of associated activities or subtasks. Together the activities and subtasks should provide a detailed outline of the process of achieving your objective. Refer to sample provided on page 5.
**SCOPE OF WORK INSTRUCTIONS**

**Staff Assignment**
Indicate what staff (by title) will be responsible for the completion of the respective activity or subtask. If an activity will be completed by a consultant or subcontractor, indicate name of organization and also identify program staff member who will oversee the completion of the activity, if information is available. Be sure all staff listed in the Scope of Work is also included in the Budget.

Remember to submit the Memorandum of Agreement for consultants or subcontractors when available.

**Timeline**
Identify the timeline needed to complete the respective activity and subtask. Indicate a start and end period using month, day and year. If timeline is not yet available, provide a rough estimate for the respective activity. If necessary, the timeline may be revisited through a revision of the Scope of Work at a later date if necessary.

**Deliverables**
Identify the product(s) resulting from activities and subtasks described in the Scope of Work. Each deliverable should have an associated due date. A deliverable may be submitted as part of your Scope of Work-Progress Report or under a separate cover. Consult with your designated Commission staff representative on any questions you may have.

**SCOPE OF WORK REVISIONS**
If you have questions regarding any revision to the Scope of Work, contact your designated Commission staff person as the first step to discuss the intended revision. After discussing the circumstances and details of the modification with your designated Commission representative, modifications to the Scope of Work must be submitted to your assigned Commission staff representative for approval prior to the implementation of the new activities. Some revisions to the Scope of Work may also require revisions to the budget. Remember to consult with your Commission staff representative before considering any changes.