Appendix C – Scope of Work

Project Goals:

- Objectives
  Include who, what, when, where, how and how much for each objective.

- Activities and Subtasks
  Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.

- Staff Assignment
  Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.

- Timeline
  Indicate start and end period.

- Deliverables
  Indicate Date Due.