**2022-23 PDA Planning Grant Application:**

**PRELIMINARY SCOPE OF WORK TEMPLATE**

**INSTRUCTIONS:** If you have already developed a Scope of Work for your grant proposal, you may upload that document as part of your application. If not, this template is intended to provide a resource for developing a Preliminary Scope of Work.

* Describe the **task(s)** to be supported by the PDA Planning Grant. For guidance on minimum requirements, see Attachment A of the Applicant Guide.
* Identify **anticipated deliverables** related to each task.
* Delete any unused tasks in the template.
* Once you have completed the tasks and deliverables portion, fill the **preliminary schedule** at the end of the document, adding **anticipated dates of completion**

Save and upload the completed template to your PDA application.

**SCOPE OF WORK**

**INSERT PROJECT NAME**

**Task 1 – INSERT TASK NAME HERE**

**INSERT DETAILS OF DISCRETE TASK TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

***Task 1 Deliverables:***

1.1: INSERT NAME AND DESCRIPTION

1.2: INSERT NAME AND DESCRIPTION

1.3: INSERT NAME AND DESCRIPTION

1.4: INSERT NAME AND DESCRIPTION

1.5: INSERT NAME AND DESCRIPTION

**Task 2 – INSERT TASK NAME HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

***Task 2 Deliverables:***

2.1: INSERT NAME AND DESCRIPTION

2.2: INSERT NAME AND DESCRIPTION

2.3: INSERT NAME AND DESCRIPTION

2.4: INSERT NAME AND DESCRIPTION

2.5: INSERT NAME AND DESCRIPTION

**Task 3 – INSERT TASK NAME HERE**

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

***Task 3 Deliverables:***

3.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

3.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

3.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

3.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

3.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

**Task 4 – INSERT TASK NAME HERE**

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

***Task 4 Deliverables:***

4.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

4.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

4.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

4.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

4.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

**Task 5 – INSERT TASK NAME HERE**

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

***Task 5 Deliverables:***

5.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

5.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

5.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

5.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

5.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

**Task 6 – INSERT TASK NAME HERE**

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

***Task 6 Deliverables:***

6.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

6.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

6.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

6.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

6.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

**Task 7 – INSERT TASK NAME HERE**

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

***Task 7 Deliverables:***

7.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

7.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

7.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

7.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

7.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

**Task 8 – INSERT TASK NAME HERE**

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

***Task 8 Deliverables:***

8.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

8.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

8.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

8.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

8.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

**Task 9 – INSERT TASK NAME HERE**

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

***Task 9 Deliverables:***

9.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

9.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

9.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

9.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

9.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

**Task 10 – INSERT TASK NAME HERE**

**INSERT NARRATIVE DESCRIPTION OF TASK HERE**

**INSERT DETAILS OF DISCRETE TASK(S) TO BE ACCOMPLISHED:**

* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT
* INSERT TEXT

***Task 10 Deliverables:***

10.1: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

10.2: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

10.3: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

10.4: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

10.5: INSERT NAME: INSERT DESCRIPTION OF DELIVERABLE

**PRELIMINARY SCHEDULE & BUDGET**

| **DELIVERABLE** | **ESTIMATED DATE OF COMPLETION** | **ESTIMATED BUDET** |
| --- | --- | --- |
| Task 1 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 1.1 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 1.2 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 1.3 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 2 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 2.1 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 2.2 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 2.3 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 3 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 3.1 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 3.2 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 3.3 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 4 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 4.1 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 4.2 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 4.3 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 5 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 5.1 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 5.2 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 5.3 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 6 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 6.1 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 6.2 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 6.3 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 7 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 7.1 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 7.2 [INSERT NAME] |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 7.3 |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 8 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 8.1 |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 8.2 |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 8.3 |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 9 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 9.1 |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 9.2 |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 9.3 |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| Task 10 - [INSERT NAME] | [INSERT APPROXIMATE DATE; OK to add single date for full task] | [INSERT APPROXIMATE AMOUNT; OK to add single amount for full task] |
| 10.1 |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 10.2 |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |
| 10.3 |  [INSERT APPROXIMATE DATE if sub-task detail available] | [INSERT APPROXIMATE AMOUNT if sub-task detail available] |