**Instructions:**

If your proposed project doesn’t seem to fit any of the other workplan templates, use this generic template.

Provide a workplan for your proposal using the template below. The workplan must be organized with project task descriptions and defined deliverables with due dates for each task.

Projects may not begin before March 1, 2025, and must end no later than February 28, 2027.

Do not include completing grant required progress and financial reporting as a task or deliverable in the workplan.

Fill out the template, save the file, and include as an attachment when submitting the proposal package.

If you have questions about completing the workplan contact Laura Eldred at (907) 376-1855 or laura.eldred@alaska.gov.

Delete the blue text and add or delete tasks for your project proposal.

**Project Title:** Provide brief descriptive project title

**Proposed Project Duration:** Provide project start and end dates

**TASK 1: Brief descriptive Task name**

**Description:** [Description of Task]

**Deliverable(s) and Permits:**

*Add or delete rows as needed.*

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 1a | List the deliverables and due dates |  |
| 1b |  |  |
| 1c |  |  |
|  |  |  |

**TASK 2: Brief descriptive Task name**

**Description:** [Description of Task]

**Deliverable(s) and Permits:**

*Add or delete rows as needed.*

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 2a | List the deliverables and due dates |  |
| 2b |  |  |
| 2c |  |  |
|  |  |  |

**TASK 3: Brief descriptive Task name**

**Description:** [Description of Task]

**Deliverable(s) and Permits:**

*Add or delete rows as needed.*

|  |  |  |
| --- | --- | --- |
|  | Deliverable | Due Date: |
| 3a | List the deliverables and due dates |  |
| 3b |  |  |
| 3c |  |  |
|  |  |  |

**You may add or delete tasks as needed, following the format above, to complete your workplan.**