Blue text provides additional guidance and should be deleted before submission.

The Workplan is 5 pages max. The file should be saved as a pdf with the naming convention LeadOrganizationName\_WP.

In the **Phase 1 and Phase 2 Task Tables**, define and describe the major tasks to be performed by the project team throughout the course of the project, including identifying milestones, duration, and budget for each task.

In the **Milestone Table**, further define the milestones identified in the task table. Milestones are reported monthly, should demonstrate a technical achievement (e.g., major outcome or deliverable) rather than simply completing a task and should be Specific, Measurable, Achievable, Relevant, and Timely (SMART). One milestone per quarter (one every three months) should be identified as a major project milestone.

**TRACE-Ga – [NAME OF PROJECT] – Workplan**

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| --- |
| **Task Table** |
| **Phase 1** |
| **Task** | **Total DOE budget share (80%)** | **Applicant budget share, (20%)** | **Total project budget** |
| **Task 1:** Take name & Description of activities performed under task**Milestone(s) Short Name and Month Number:** e.g. Acquire metal stream sample (M1) **Task Expected Duration:** e.g., M1-M12 – M refers to month and M1 is the first month when project activities start. | $80,000 | $20,000 | $100,000 |
| **Task 2:** **Milestone(s) Short Name and Month Number:** **Task Expected Duration** | $160,000 | $40,000 | $200,000 |
| **Task 3:** **Milestone(s) Short Name and Month Number:** **Task Expected Duration** | $400,000 | $100,000 | $500,000 |
| Add additional rows as necessary |  |  |  |
|  | **$640,000****[TOTAL DOE BUDGET SHARE]** | **$160,000****[TOTAL APPLICANT BUDGET SHARE]** | **$800,000****[TOTAL PROJECT BUDGET]** |

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| **Task Table** |
| **Phase 2** |
| **Task** | **Total DOE budget share (80%)** | **Applicant budget share, (20%)** | **Total project budget** |
| **Task 1:** Take name & Description of activities performed under task**Milestone(s) Short Name and Month Number:** e.g. Acquire metal stream sample (M1) **Task Expected Duration:** e.g., M1-M12 – M refers to month and M1 is the first month when project activities start. | $80,000 | $20,000 | $100,000 |
| **Task 2:** **Milestone(s) Short Name and Month Number:** **Task Expected Duration** | $160,000 | $40,000 | $200,000 |
| **Task 3:** **Milestone(s) Short Name and Month Number:** **Task Expected Duration** | $400,000 | $100,000 | $500,000 |
| Add additional rows as necessary |  |  |  |
|  | **[TOTAL DOE BUDGET SHARE]** | **[TOTAL APPLICANT BUDGET SHARE]** | **[TOTAL PROJECT BUDGET]** |

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| **Milestone Table** |
| Phase 1  |
| **Month Number** | **Milestone Short Name** | **Milestone description** | **Task Number** |
| Distinguish quarterly major milestones | Matches task table | A milestone should demonstrate a technical achievement (e.g., major outcome or deliverable) rather than simply completing a task. SMART milestones should be Specific, Measurable, Achievable, Relevant, and Timely. | Matches task table |
| *Example*M1 | Acquire metal stream sample | 10 liters of metal processing stream sample delivered to ABC lab for bench scale testing of recovery technology | **Task 1** |
| M1 |  |  |  |
| M2 |  |  |  |
| M3 |  |  |  |
| M4 |  |  |  |
| M5 |  |  |  |
| M6 |  |  |  |
| M7 |  |  |  |
| M8 |  |  |  |
| M9 |  |  |  |
| (Insert more rows as needed) |  |  |  |
| Phase 2  |
| **Month Number** | **Milestone Short Name** | **Milestone description** | **Task Name** |
| M10 |  |  |  |
| M11 |  |  |  |
| M12 |  |  |  |
| (Insert more rows as needed) |  |  |  |