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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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) | |  | |  | |  |