

Exhibit D: Scope of Work – Task and Schedule List

Gateway Name: ABC Gateway Site

Applicant Name: Friends of ABC Gateway Site

Project Summary (from item 1 on page 2 of application): This project – “Interpreting & Fostering Bay Stewardship at ABC Gateway Site” – will create an entirely new means for involving community residents and visitors in stewardship, while promoting and interpreting its importance at the same time. Specifically, the project will (a) design and establish an on-going volunteer restoration program focused initially on stream-side reforestation – a Bay watershed-wide priority with direct application on site and (b) produce and install a series of three exterior wayside exhibits interpreting the function of forest buffers.

	Project Tasks	Product/Result	Primary Responsibility	Completion Date
	This column should specify all significant project tasks from start to finish, including review steps, evaluation, etc.	Identify the product that will result from each task.	List the individual(s) planned to have primary responsibility for the task. Note any contract responsibilities.	Using August 2010 as projected start date, list projected completion date for each task.
1	Stewardship Program Development			
2	Develop a planting plan with mapped target areas and a list of prescribed plantings for each area	Plan with planting areas and prescribed plant species identified and projected benefits outlined	Project Manager	August 2010
3	Hold initial volunteer team leader planning meeting	Team leader assignments for recruiting and planning	Volunteer Coordinator	August 2010
4	Order/Acquire seedlings	2,000 seedlings	Volunteer Coordinator	December 2010
5	Recruit volunteers for initial planting sessions, maintenance and monitoring, exhibit installation and follow-up planting	Three teams of 30 planting volunteers, plus one team of 15 maintenance volunteers	Volunteer Coordinator and Volunteer Team leaders (8@2 leaders per team)	January 2011
6	Hold volunteer orientation meeting	Orientation of all volunteer teams	Volunteer Coordinator and Volunteer Team Leaders (8)	February & March 2011
7	Coordinate press coverage for planting session and exhibit opening	Press Release, media contacts	Project Manager, NPS Project Coordinator	March-April 2011
8	Conduct 3 planting sessions	2,000 seedlings planted	Volunteer Coordinator and Planting Team Leaders (6)	March-April 2011
9	Coordinate maintenance/monitoring sessions	Regular maintenance and monitoring over summer	Maintenance Team Leaders (2)	May 2011-October 2011
10	Order/acquire additional seedlings`	Required seedlings on hand	Volunteer Coordinator and Maintenance Team Leaders (2)	October 2009
11	Conduct re-planting session	Replanted areas	Volunteer Coordinator and Planting Team Leaders (2-6)	November 2011

12	Exhibit Development			
13	Contract with exhibit designer for conceptual and final exhibit design, test editing and production of any new graphics	Request for Proposals (RFP) and final contract	Project manager (Educational Director)	August –October 2010
14	Contract with Exhibit Fabricator	RFP, Contract	Project Manager	October- November 2010
15	Host on-site meeting with exhibit designers	On-site meeting and orientation for designers	Project Manager	October 2010
16	Develop conceptual wayside exhibit plan	Conceptual Plan	Contractors (design)	December 2010
17	Review wayside exhibit plan including NPS staff review	Modification to conceptual plan	Project Manager, NPS Project Coordinator	January 2011
18	Write draft wayside exhibit text	Draft text	Writer/researcher and NPS Project Coordinator	February 2011
19	Produce draft wayside exhibit designs	Draft Designs	Contractor (design)	March 2011
20	Review draft wayside exhibit designs including NPS review	Modifications to draft designs	Project manager and NPS Project Coordinator	March 2011
21	Modify designs as necessary	Final designs	Contractor, Project Manager, NPS Project Coordinator	April 2011
22	Fabricate signs and deliver to site	Fabricated signage	Contractor (fabrication)	May 2011
23	Install three wayside exhibit panels	Installed signs	Volunteer installation team	May 2011
24	Host grand opening of exhibits and reception for volunteers	Grand Opening Event	Project Manager	June 2011
25	Completion of Final Report	Final Reports and evidence of project deliverables	Project Manager	July 2011
26				
27				

(Add additional rows if needed)