|  |  |  |  |
| --- | --- | --- | --- |
| **PRIME Consultant:** |  | | |
| **Contract Number:** |  | **Work Assignment #:** |  |
| **Contract Title:** |  | | |
| **PROJECT BACKGROUND STATEMENT:** | | | |
|  | | | |

1. **Task Deliverable Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task # | Description | Completion Date | Revised  Completion Date | Amendment Reference |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |

1. **Tasks**

| **TASK 1:** |  |
| --- | --- |
| **TASK DESCRIPTION:** | |
|  | |
| **TASK ASSUMPTIONS:** | |
|  | |
| **MATERIALS TO BE PROVIDED BY SPU:** | |
|  | |
| **TASK DELIVERABLES:** | |
|  | |

| **TASK 2:** |  |
| --- | --- |
| **TASK DESCRIPTION:** | |
|  | |
| **TASK ASSUMPTIONS:** | |
|  | |
| **MATERIALS TO BE PROVIDED BY SPU:** | |
|  | |
| **TASK DELIVERABLES:** | |
|  | |

| **TASK 3:** |  |
| --- | --- |
| **TASK DESCRIPTION:** | |
|  | |
| **TASK ASSUMPTIONS:** | |
|  | |
| **MATERIALS TO BE PROVIDED BY SPU:** | |
|  | |
| **TASK DELIVERABLES:** | |
|  | |

Additional task sections as needed (copy paste table to insert)

Include the table below if consultants will be working on-site for SPU.

| **On-site Consultants** |
| --- |
| The following applies to consultant staff located on-site:  SPU will provide the following:   * Standard desktop computer with monitor, keyboard, mouse * Desk phone with voicemail * Standard cubicle work space with desk & chair * Basic office supplies * Site access to the floor where work station is located * Network access, only for work relevant access * Wi-Fi or internet access, only for work related access * Outlook email account * Standard MS Office applications * Software and applications necessary for work   SPU does not provide:   * Hard hat, safety vest and safety glasses or other equipment required for site visits * Special ergonomic support or needs * Cell phones, pagers, handhelds, etc. * Mobile phone email access * Laptop computer * Training * Ancillary space * Transportation * Parking * Meals or refreshments |