

STATEMENT OF WORK

OMB Approved 0563-0065

Task/Recipient Responsibilities	Date	RMA Role	Deliverables
Task 1. [Description of task] Example: Develop project plan			[Description of the result of the task completion] Example: Project plan in agreed upon format.
a [Description of subtask and responsibilities associated with the task/subtask] Example: Develop project plan including timelines and resources.	[Start date to finish date] Example: 10/1/03 – 10/30/03	[The role that RMA will have in assisting with each task/subtask] Example: Consult and participate on project plan.	
b [Continue with as many subtasks as necessary] Example: Put plan into agreed upon format using required software.	Example: 11/1/03 – 12/1/03	Example: Develop format.	
Task 2. [Continue with as many tasks as necessary]			

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