

## Project Actions and Deliverables Summary (worksheet D-2)

**Project Number (Sequential number corresponding with one "project summary"):**

<b>Project Planning</b>			
Action	Deliverable	Units	Values
Develop draft project concept/proposal	Draft proposal	proposals	
Locate project sites	Database and map	maps	
Identify potential project participants (land owners/managers)	Owner Contact List / Info.	lists	
Gage potential participant interest/support	Survey or focus group results summary report	reports	
Develop project monitoring plan	Monitoring Plan	plan	
Develop project budget including incentives or payment to land owner	Application forms	forms	
Develop project timeline/schedule	Calendar with milestones	calendars	
Develop/obtain technical/engineering design	Approved Design	designs	

<b>Financial Resource Acquisition</b>			
Action	Deliverable	Units	Values
Identify grant and other funding availability	Funding source(s) & application requirements summary	sources	
Obtain match commitments	Match commitment agreements	agreements	
Develop and submit grant proposal	Grant proposal submitted	proposals	
Accept grant award & complete final agreement	Final grant agreement	agreements	

<b>Project Management</b>			
Action	Deliverable	Units	Values
Develop project rfp/bid announcement	RFP/Bid announcement and distribution list	bids	
Obtain participant (land owner/manager) agreement(s) [includes property acquisition]	Participant agreement(s)	agreements	
Finalize project agreement with contractor	Contractor agreement	agreements	
Obtain necessary permits (e.g. floodplain, 401/404)	Permits obtained	permits	
Facilitate adoption of local conservation statute(s)	Statute enacted	statutes	
Photo documentation	Photos	photos	
Project Monitoring (water quality)	Datasets	datasets	
Project Monitoring (status observation and corrective measures)	Communications with contractor or land manager	notes	