**QAPP Worksheet #14/16: Project Tasks & Schedule**

**(UFP-QAPP Manual Section 2.8.2)**

**(EPA 2106-G-05 Section 2.2.4)**

The QAPP should include a project schedule showing specific tasks, the person or group responsible for their execution, and planned start and end dates. Options for presenting this information include the following template or a Gantt Chart can be attached and referenced. Examples of activities that should be listed include key on-site and off-site activities. Any critical steps and dates should be highlighted.

| **Activity** | **Responsible party** | **Planned start date** | **Planned completion date** | **Deliverable(s)** | **Deliverable due date** |
| --- | --- | --- | --- | --- | --- |
| Mobilization/demobilization | AE Services | 1 October 2010 | 11 October 2010 | Field notes | 1 November 2010 |
| Sample collection- soils | AE Services- Field team leader | 2 October 2010 | 4 October 2010 | Field notes | 1 November 2010 |
| Sample collection- sediments | AE Services- Field team leader | 5 October 2010 | 10 October 2010 | Field notes | 1 November 2010 |
| Analysis | ABC Labs | October 2010 | NLT 5 November 2010 | Report of Analyses/Data package | NLT 5 November 2010 |
| Validation | Corl-Val Inc. | November 2010 | NLT 1 December 2010 | Validation Summary report | NLT 1 December 2010 |
| Summarize data | AE Services- PM | December 2010 | 15 February 2011 | Draft RI Report | 15 February 2011 |
| Usability assessment | Project Team | March 2011 | March 2011 | Meeting minutes/Usability assessment summary report | March 2011 |
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