



Attachment 12 – Work Plan Sample

Individual work plans are determined by each vendor(s) proposed services. All work plans must include detailed deliverables, a timeframe/timeline for completion, and any other requirements as detailed in the RFP.

SAMPLE WORK PLAN*

Summary

ABC Agency will provide audio-visual support for Example Training attendees. This work plan includes two major components of services that will be provided during the training session held on July 10 – 12, 20XX.

Deliverable	Description	Timeframe
A/V Set Up	ABC Agency will provide and set-up standard presentation equipment (projector, projection screen, microphone, speaker, etc.) for each training room.	July 9, 20XX
A/V Support	Full audio-visual support for training session will be provided by ABC Agency for each lecture session and breakout session. ABC Agency will provide 1 full time employee to be present and available for technical support throughout each training session.	July 10, 11, 12, 20XX
A/V Removal	ABC Agency will be responsible for the strike/removal of all standard presentation equipment (projector, projection screen, microphone, speaker, etc.) for each training room between 5 and 8pm on July 12, 20XX.	July 12, 20XX

***This work plan is for sample purposes only and is not intended for duplication.**