**RARE Work Plan – Written Example**

# Background

[Provide a little background on your projects]

# Roles & Responsibilities

[If there are multiple parties involved in your projects, list out specific roles and responsibilities]

**RARE Member Roles and Responsibilities:**

**Partner 1 Roles and Responsibilities:**

# Work Plan Details

## Project 1: [Title]

### Task 1: [Name]

[Describe what you will accomplish in this task and who will be involved]

Schedule: September 2019 – December 2019

Product(s): [List any deliverables from this task]

## Project 1: [Title]

### Task 1: [Name]

[Describe what you will accomplish in this task and who will be involved]

Schedule: September 2019 – December 2019

Product(s): [List any deliverables from this task]

# Summary of Deliverables

[Summarize all the products that will result from your work]

# Budget

[Describe budget if applicable]