

SECTION 5: WORKPLAN – DETAIL HOW YOU PLAN TO CARRY OUT YOUR PROPOSED PROJECT AND ASSOCIATED COST

PROJECT TIMELINES											
Expected project start date						Expected project end date					
ELIGIBLE ACTIVITIES FOR TRACEABILITY SYSTEM		#	Units	Estimated pre-tax cost (\$)	Program Cost share	Funds requested (\$)	Lead applicant Contribution (\$)	Co-applicant #2 (\$)	Co-applicant #3 (\$)	In-kind Expenditure? (Sector organization only)	Estimated completion date
Consultant fees for assessing, planning and / or implementing projects			Hours		70%					<input type="checkbox"/>	
	Radio Frequency Identification (RFID) or barcode readers		Items		70%					<input type="checkbox"/>	
	Dedicated computer terminals		Items		70%					<input type="checkbox"/>	
	Label printers		Items		70%					<input type="checkbox"/>	
	Wireless or wired connectivity within the enterprise, as required for the traceability system		Items		70%					<input type="checkbox"/>	
	Traceability software		Items		70%					<input type="checkbox"/>	
	On-site database or web servers		Items		70%					<input type="checkbox"/>	
Staff training by vendor (preferred) or approved consultant			Staff		70%					<input type="checkbox"/>	
Lease / rental / purchase of a multi-use computer terminal			Items		50%					<input type="checkbox"/>	
Multi-use handheld electronic devices			Items		50%					<input type="checkbox"/>	
			Total		Max \$75,000						

--- Purchases made prior to receiving the approval decision and notification will not be reimbursed ---

--- Consultant fees and staff training costs combined may not exceed 25% of total project costs ---

--- Eligible in-kind contributions may not exceed 30% of total project costs ---

--- Projects must be completed by January 31, 2022 ---

SECTION 5: WORKPLAN – DETAIL HOW YOU PLAN TO CARRY OUT YOUR PROPOSED PROJECT AND ASSOCIATED COST**KEY ACTIVITIES – Complete the below table with the key project activities from start to project completion.**

Must include a mock recall exercise activity.

#	Activity title	Brief description	Start date	Completion date
1				
2				
3				
4				
5				

Please describe any additional context or dependencies required to complete this project, if not included above.