

**Dover Trails and Recreation New/Proposed Project Work Plan Guidelines:** A work plan is a set of deliverables that should provide enough of a description to understand what work will be done where. It should be clear/concise. DO NOT GENERALIZE. Your work plan will be used in the review, recommendation and potential approval process for your new/proposed project or venue.

**Include:**

- What you plan to accomplish.
- Explain how the project aligns with the vision, goals, and standards outlined in the Dover Trails and Recreation Master Plan ([https://358def40-55d3-4c86-abdf-6057c600dbac.filesusr.com/ugd/5b951e\\_33727bf6f11a4822bae1959e8238824e.pdf](https://358def40-55d3-4c86-abdf-6057c600dbac.filesusr.com/ugd/5b951e_33727bf6f11a4822bae1959e8238824e.pdf))
- Explain the funding source(s) for the project.
- A timeline from start to completion of your project with estimated start date.
- Outline any required permits or landowner permissions that are required for the project.
- The location where work will be performed (specific address/where in town).
- Give name of the area to be worked on and the project components to describe what will be done (can be bulleted).
- If work is to be done on more than one area, list each area with its associated project components.
- What equipment or tools will be used.
- Materials to be used.
- Who you plan on doing work (e.g., contractors, volunteers, youth corps).
- Tell what new structures, signs, kiosks, bridges, etc. will be built or installed (how many and what kind of structures (e.g., footbridges, culverts).
- Design specifications and/or dimensions (e.g., length, width, clearance height).
- If you will be building a new trailhead parking area, with its length and width tell how many passenger vehicles it will accommodate.
- Information on required maintenance: schedule
- Any other pertinent information pertaining to the project/venue.