**Work Breakdown Structure**

Provide a high-level overview, composed of tasks, sub-tasks and task descriptions that describes the work plan of the Institute’s Startup or Ongoing Operations to be accomplished. Explain the scope of the work, relationship of the task or sub-task to Institute deliverables or expected results, entity(ies) responsible for leading the work’s completion, milestone and/or deliverable that are to be produced and the rationale for why the work has been organized in the way they have. (Please note: The WBS may be summarized within a Gantt chart timeline that contains the major tasks and sub-tasks, responsible leads, milestones, and deliverables, as needed. Each task and subtask should have a unique number and title, an indication of the duration of the task or sub-task in months and indicates the relationship of the task or sub-task to Institute deliverables or expected results.)

**Technical Summary:**

**Task 1:** Distinctive Title, Date range of the task in months (M1-M4)

**Task Summary:** Task summaries shall explicitly describe the scope of the work to be accomplished, identify the project objectives/outcomes being addresses, relationship of the task to Institute deliverables or expected results, and provide a concise statement of the objectives of that task.

**Task Details:** Within this section, the barriers and risks may be identified, as well as the approaches for overcoming those barriers and risks. Where appropriate, multiple pathways early in the effort can be outlined for risk reduction.

Milestone 1.1 (if applicable)

Milestone 1.2 (if applicable)

Etc.

**Subtask 1.1:** Date range (M1-M2)

Subtask Summary: Describe the specific and detailed work efforts that go into achieving the higher-level tasks.

Subtask Details: Describe the evaluation techniques that will be used and the expected result that will be generated from the effort.

Milestone 1.1.1 (if applicable)

Milestone 1.1.2 (if applicable)

Etc.

**Subtask 1.2:**

(Continue until all Task 1 subtasks are listed)

**Task 2**: (continue in the format above until all tasks and subtasks are listed)

**Subtask 2.1:** Description and Discussion

Milestone 2.1.1 (if applicable)

Milestone 2.1.2 (if applicable)

**Subtask 2.2:** Description and Discussion

Milestone 2.2.1 (if applicable)

Milestone 2.2.2 (if applicable)