BIRD Proposals Update: 01/2020

**Detailed Task Description Form**

General guidelines: Copy the table below for each project task and paste to Section E.2. of the Proposal in numerical order of the tasks.

Notes:

|  |  |
| --- | --- |
| Line 1: | Task # should be the same as in the Excel Budgets (Section M) of both Companies and as in the Program Plan (GANTT) (Section F). |
| Line 2: | Task name should be the same as in the Excel Budgets (Section M) of both Companies and as in the Program Plan (GANTT) (Section F). The name should not be longer than 40 characters. |
| Line 3: | Mark with an “x” which Company is taking part in the task. A company participating in a given task should have a budget for the task (line 7, below). |
| Line 4: | Task duration should be the number of days between the start and end dates of the task and should be given in whole numbers. It should be the same as in the Excel Budgets (Section M) of both Companies and as in the Program Plan (GANTT) (Section F). |
| Line 5: | The start and end dates of the task should be given in a DD/MM/YY format and should be the same as in the Excel Budgets (Section M) of both Companies and as in the Program Plan (GANTT) (Section F). |
| Line 6: | Insert the name of the US and the IL Cos. (fill it out once for all task tables). |
| Line 7: | The task budgets for each Company should be extracted directly from the “Tasks Report” tab in the Excel Budget of each Co. and should be given in units of K$. |
| Line 8: | Insert the % of the total task budget attributed to each Co. (derived from line 7). |
| Line 9: | Describe the overall objective / goal of the task, in 1-3 sentences. |
| Line 10: | Provide a textual description (no size restriction) of the main task activities. |
| Line 11: | Insert the # of the milestone(s) that are to be reached in this task, as given in the “Milestones Table” of the Proposal. |
| Line 12: | Insert the # of the deliverable(s) that are to be provided in this task, as given in the “Deliverables Table” of the Proposal. |

Detailed Task Description Form (fill-out **only the white cells**):

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Task #: |  | |
| 2 | Task name: |  | | | | | | | | | | | | | | |
| 3 | Company taking part in task (mark with “x”) | IL: |  | US: | | |  | | | Both: | |  |
| 4 | Task duration (days): |  | |
| 5 | Start date (DD/MM/YY): |  | | | | End date (DD/MM/YY): | | | | | | | | |  |
| 6 | Company name: | **[IL]** | | | | | | | **[US]** | | | | | **Total** | | |
| 7 | Task budget (K$): |  | | | | | | |  | | | | |  | | |
| 8 | Task budget (% of total): | % | | | | | | | % | | | | | 100% | | |
| 9 | **Objective of task:** |  | | | | | | | | | | | | | | |
| 10 | **Task Description** (no restriction on size) | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| 11 | **# of the Milestone(s) to be reached:** | | | |  | | |  | | |
| 12 | **# of the Deliverable(s) to be provided:** | | | |  | | |  | | |

BIRD Proposals

**Milestones and Deliverables Form**

General guidelines:

* Copy the table below and paste to Section E.2 of the Proposal. Fill-out **only the white cells.**
* The total number of milestones & deliverables can be increased or reduced, as planned.
* There must be at least one tangible deliverable **at the completion of the Project.**

Milestones and Deliverables Form:

|  |  |  |
| --- | --- | --- |
| **#** | **Milestone Definition / Description and How Will It be Measured** | **Milestone Date (MM/YY)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| **#** | **Deliverable Definition & Description** | **Deliverable Date (MM/YY)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  | [end of project] |