

**Template Work Plan  
For  
Sample Project Format**

**Excavator:**

Company Name

Company Physical address

Project office location and address

Project office hours:

Contact Name

Contact Phone Number

Mobile Phone Number

Alternate Contact Name

Alternate Contact Number

**Project Scope of work:**

Statement of whom the work is being done for

The type and purpose of the work being done

Description of the scope of work to be done

Proposed schedule the work is to be performed over, clearly identifying starting and ending dates

**Project location:**

City work located in, County work located in

Provide an accurate physical description of where the work is located and the size of the work area.

Project map showing location or driving directions

Provide any appropriate remarks or instructions regarding the project schedule, access, hazards or site requirements:  
i.e." no site work will be scheduled during the NM state fair September 12<sup>th</sup> through 26<sup>th</sup>".

**Notification Documentation**

**Wide Area Conference Ticket Number:** 2010-xx-xxxx

Conference Date; \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

UFOs notified	Responded	Attendee(s)	Remarks or Comments

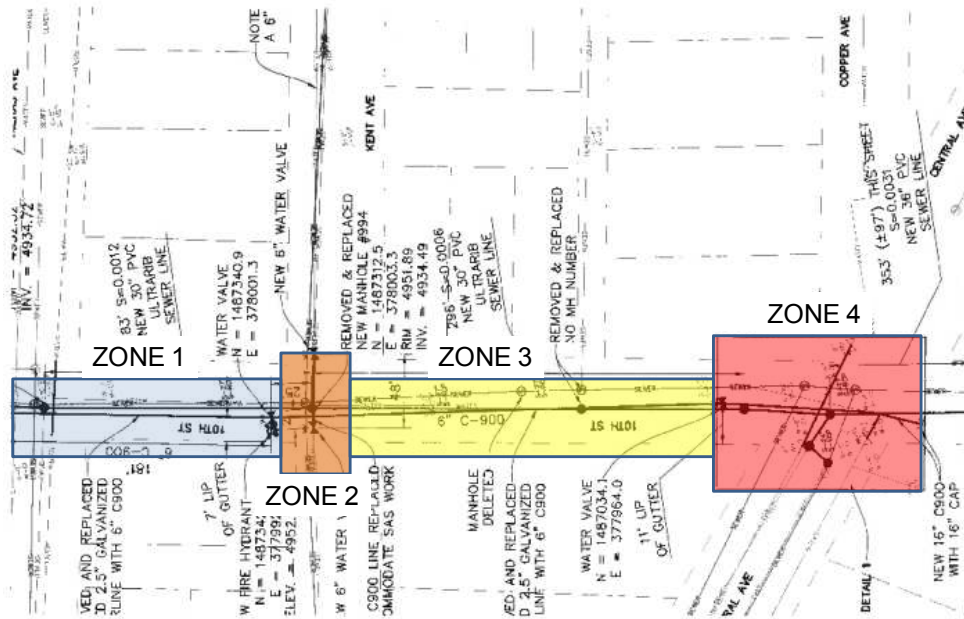
**Wide Area Ticket Number:** 2010-xx-xxxx

Start date and time: mm-dd-yyyy hh-mm Project Duration: 60 days

Ticket number <u>2010-xx-xxxx</u>	Start date and time: mm-dd-yyyy hh-mm	Reaffirmed by	Comments
Reaffirm date 1	Before date and time: mm-dd-yyyy hh-mm		
Reaffirm date 2			
Reaffirm date 3			
Reaffirm date 4			
Reaffirm date 5			
Reaffirm date 6			

**(NOTE: Projects lasting longer than six (6) months in duration will require a new wide area conference and new wide area locate. This process is to ensure any new facilities added to the project area will be included in the new project plan, or if any changes in ownership of facilities has occurred during the previous six months.)**

This page is for a site diagram which clearly shows the work project. The site plan should be divided up into some sort of area, sections, or zones that show the logical progression of the work throughout the project. Care should be taken to ensure the expected work zones are representative of work that can be accomplished in a 10 day work increments, since spots are only valid for ten working days. Remember this is just a plan, unexpected events may occur that cause a need to change the order the different zones are worked, or may even change the time worked in a zone. But the point is, the spotting is done where it is needed, and does not include blanket coverage of the project area every ten days. Example:



**Work Plan Schedule and Spotting Instructions**

WORK AREA	WORK DESCRIPTION	START DATE	END DATE	Crew foreman	Spotting instructions	Comments	



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**Key Contacts and communication arrangements**

Company Name or UFOs spotting for  
 Spotter Name  
 Spotter cell phone Fax Number

Project Contact Person  
 Cell Phone  
 Fax Number

PRC/PSB Contact  
 Name  
 Cell Phone

Company Name or UFOs spotting for  
 Spotter Name  
 Spotter cell phone Fax Number

Crew Foreman  
 Cell phone

**EMERGENCY NUMBERS**  
 Police 911  
 Fire 911  
 Ambulance xxx-xxxx  
 Gas Company xxx-xxxx  
 Electric Company xxx-xxxx  
 Water xxx-xxxx  
 NMOC 811or 866-344-6662  
 Other xxx-xxxx

Company Name or UFOs spotting for  
 Spotter Name  
 Spotter cell phone Fax Number

Crew Foreman  
 Cell phone

Company Name or UFOs spotting for  
 Spotter Name  
 Spotter cell phone Fax Number

Crew Foreman  
 Cell phone

Company Name or UFOs spotting for  
 Spotter Name  
 Spotter cell phone Fax Number

**Updates and revisions**

**(Note: This section describes how changes will be communicated and agreed to before being enacted. Spotters have the right to agree to changes before they become effective. Excavators must ensure there is agreement among all spotters before publishing changes. Attendees should be authorized to negotiate and sign work plan on behalf of the company(ies) they represent . Changes must be in writing and copies provided to spotters. Example: Excavator will fax proposed changes to each spotter no later than Thursday at noon. Spotters will review and fax approvals or changes to excavator no later than close of business Thursday afternoon. Excavator will consolidate changes and will prepare addendum to work plan. All spotters will come by the project trailer between 7am and 10 am on Friday mornings each week and review addendum and sign revised document.**

*Excavators will fax signed revised document to spotters by 11am on Fridays. Spotters will attach addendums to work plans.)*

**Work Plan Authorization Page**

This work plan was developed using a consensus approach and the excavator and facility owners agree this plan is reasonable and workable as witnessed by their appropriate signatures below. The plan is subject to change as the need arises. Such changes shall be coordinated by the excavator and agreed to by the facility owners prior to inclusion in the work plan.

**For the Excavator:**

Project Coordinator Name: \_\_\_\_\_ Date: \_\_\_\_\_

**For the Facility Owners:**

Company A \_\_\_\_\_ Date: \_\_\_\_\_

Company B \_\_\_\_\_ Date: \_\_\_\_\_

Company C \_\_\_\_\_ Date: \_\_\_\_\_

Company D \_\_\_\_\_ Date: \_\_\_\_\_

Company E \_\_\_\_\_ Date: \_\_\_\_\_

Company F \_\_\_\_\_ Date: \_\_\_\_\_

Company G \_\_\_\_\_ Date: \_\_\_\_\_