



writing for *green*

Lesson 4A1: Task List

Opportunity xxxxx

Task/Item to Collect	Description	Who	Deadline	Status
Content-Related Items				
Administrative Items and Required Forms (i.e., attachments, forms to complete, etc.)				

Information we need to complete the above tasks

- 1.
- 2.

Programmatic questions to discuss with team

Administrative questions to ask of program officer/ seek from Q&A document

- 1.
- 2.