**These instructions are for Applicants – this page should not be included in the contract**

A standard template for the work plan is included, which identifies the objectives that need to be met and one or more associated tasks to be completed. Each task is associated to one or more performance measures.

Applicants may add Tasks or Performance Measures to the table if needed and also do not have to use all of the provided spaces for Tasks and Performance Measures.

For Multi-Year contracts, each period will have a separate work plan – a contract that has five periods established would have five separate work plans outlined here.

### SUMMARY

|  |  |
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| PROJECT NAME: |  **CSTEP (RFP GC25-002)** |
| CONTRACTOR NAME: |   |
| CONTRACT PERIOD NUMBER: 1 of 5  |
| CONTRACT PERIOD: | From: July 1, 2025 |
|  | To: June 30, 2026 |

**Project Summary – A high-level overview of the project, including the overall goal and desired outcomes.**

In 1986, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6455, to authorize the use of funds under the Collegiate Science and Technology Entry Program (CSTEP). According to § 6455 of the Education Law, CSTEP is “for the purpose of increasing access by minority or disadvantaged students to academic programs that have been registered by the commissioner and that prepare students either for licensure in the professions or for employment in scientific and technical fields.”

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| **Objective** |
| 1. Provide instructional support in “gateway courses” (i.e., small group tutorials or supplemental instruction in biology, chemistry, physics, calculus, and pre-professional pre-requisite courses) at the freshman and sophomore levels and tutoring for higher level courses at the junior and senior levels.
 |
| **Task** |
| **1.1** |
| **Performance Measures** |
| **1.1.1** |
| **1.1.2** |
| **1.1.3** |
| **Task** |
| **1.2** |
| **Performance Measures** |
| **1.2.1** |
| **1.2.2** |
| **1.2.3** |

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| **Objective** |
| 1. Provide services to enhance and increase students’ involvement in research and/or internship opportunities, including, but not limited to, a CSTEP coordinated research/internship experience for each student prior to graduation culminating in either a research project or written summary of internship.
 |
| **Task** |
| **2.1** |
| **Performance Measures** |
| **2.1.1** |
| **2.1.2** |
| **2.1.3** |
| **Task** |
| **2.2** |
| **Performance Measures** |
| **2.2.1** |
| **2.2.2** |
| **2.2.3** |

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| **Objective** |
| 1. Provide **student** professional development opportunities: workshops, poster presentations, publications in professional/research journals that promote access to careers in math, science, technology, health related fields and the licensed professions.
 |
| **Task** |
| **3.1** |
| **Performance Measures** |
| **3.1.1** |
| **3.1.2** |
| **3.1.3** |
| **Task** |
| **3.2** |
| **Performance Measures** |
| **3.2.1** |
| **3.2.2** |
| **3.2.3** |

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| **Objective** |
| 1. Provide program services and activities that include: tutoring, academic counseling, remedial and special summer courses, supplemental financial assistance, recruitment, academic enrichment, career planning, and review for licensing examinations for students pursuing careers in scientific and technical fields and the licensed professions.
 |
| **Task** |
| **4.1** |
| **Performance Measures** |
| **4.1.1** |
| **4.1.2** |
| **4.1.3** |
| **Task** |
| **4.2** |
| **Performance Measures** |
| **4.2.1** |
| **4.2.2** |
| **4.2.3** |

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| **Objective** |
| 1. Plan and implement Service-Learning activities. Students should be made aware of what Service-Learning is, how it relates to their studies and the benefits of this collaborative and collective activity. Service-Learning projects can involve direct and indirect services that students could provide to their communities.
 |
| **Task** |
| **5.1** |
| **Performance Measures** |
| **5.1.1** |
| **5.1.2** |
| **5.1.3** |
| **Task** |
| **5.2** |
| **Performance Measures** |
| **5.2.1** |
| **5.2.2** |
| **5.2.3** |

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| **Objective** |
| 1. Develop and implement a CSTEP Advisory Committee with membership representatives from various stakeholder groups, such as appropriate faculty, department chairs or deans, students, and other relevant stakeholders. The purpose of the CSTEP Advisory Committee is to meet to discuss the planning, implementation, and evaluation of the CSTEP project.
 |
| **Task** |
| **6.1** |
| **Performance Measures** |
| **6.1.1** |
| **6.1.2** |
| **6.1.3** |
| **Task** |
| **6.2** |
| **Performance Measures** |
| **6.2.1** |
| **6.2.2** |
| **6.2.3** |

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| **Objective** |
| 1. Promote and encourage collaborations with Statewide and Regional partners by participating in Statewide and Regional networking and committees.
 |
| **Task** |
| **7.1** |
| **Performance Measures** |
| **7.1.1** |
| **7.1.2** |
| **7.1.3** |
| **Task** |
| **7.2** |
| **Performance Measures** |
| **7.2.1** |
| **7.2.2** |
| **7.2.3** |

### SUMMARY

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| --- | --- |
| PROJECT NAME: |  **CSTEP (RFP GC25-002)** |
| CONTRACTOR NAME: |   |
| CONTRACT PERIOD NUMBER: 2 of 5  |
| CONTRACT PERIOD: | From: July 1, 2026 |
|  | To: June 30, 2027 |

**Project Summary – A high-level overview of the project, including the overall goal and desired outcomes.**

In 1986, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6455, to authorize the use of funds under the Collegiate Science and Technology Entry Program (CSTEP). According to § 6455 of the Education Law, CSTEP is “for the purpose of increasing access by minority or disadvantaged students to academic programs that have been registered by the commissioner and that prepare students either for licensure in the professions or for employment in scientific and technical fields.”

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| **Objective** |
| 1. Provide instructional support in “gateway courses” (i.e., small group tutorials or supplemental instruction in biology, chemistry, physics, calculus, and pre-professional pre-requisite courses) at the freshman and sophomore levels and tutoring for higher level courses at the junior and senior levels.
 |
| **Task** |
| **1.1** |
| **Performance Measures** |
| **1.1.1** |
| **1.1.2** |
| **1.1.3** |
| **Task** |
| **1.2** |
| **Performance Measures** |
| **1.2.1** |
| **1.2.2** |
| **1.2.3** |

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| **Objective** |
| 1. Provide services to enhance and increase students’ involvement in research and/or internship opportunities, including, but not limited to, a CSTEP coordinated research/internship experience for each student prior to graduation culminating in either a research project or written summary of internship.
 |
| **Task** |
| **2.1** |
| **Performance Measures** |
| **2.1.1** |
| **2.1.2** |
| **2.1.3** |
| **Task** |
| **2.2** |
| **Performance Measures** |
| **2.2.1** |
| **2.2.2** |
| **2.2.3** |

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| **Objective** |
| 1. Provide **student** professional development opportunities: workshops, poster presentations, publications in professional/research journals that promote access to careers in math, science, technology, health related fields and the licensed professions.
 |
| **Task** |
| **3.1** |
| **Performance Measures** |
| **3.1.1** |
| **3.1.2** |
| **3.1.3** |
| **Task** |
| **3.2** |
| **Performance Measures** |
| **3.2.1** |
| **3.2.2** |
| **3.2.3** |

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| **Objective** |
| 1. Provide program services and activities that include: tutoring, academic counseling, remedial and special summer courses, supplemental financial assistance, recruitment, academic enrichment, career planning, and review for licensing examinations for students pursuing careers in scientific and technical fields and the licensed professions.
 |
| **Task** |
| **4.1** |
| **Performance Measures** |
| **4.1.1** |
| **4.1.2** |
| **4.1.3** |
| **Task** |
| **4.2** |
| **Performance Measures** |
| **4.2.1** |
| **4.2.2** |
| **4.2.3** |

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| **Objective** |
| 1. Plan and implement Service-Learning activities. Students should be made aware of what Service-Learning is, how it relates to their studies and the benefits of this collaborative and collective activity. Service-Learning projects can involve direct and indirect services that students could provide to their communities.
 |
| **Task** |
| **5.1** |
| **Performance Measures** |
| **5.1.1** |
| **5.1.2** |
| **5.1.3** |
| **Task** |
| **5.2** |
| **Performance Measures** |
| **5.2.1** |
| **5.2.2** |
| **5.2.3** |

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| **Objective** |
| 1. Develop and implement a CSTEP Advisory Committee with membership representatives from various stakeholder groups, such as appropriate faculty, department chairs or deans, students, and other relevant stakeholders. The purpose of the CSTEP Advisory Committee is to meet to discuss the planning, implementation, and evaluation of the CSTEP project.
 |
| **Task** |
| **6.1** |
| **Performance Measures** |
| **6.1.1** |
| **6.1.2** |
| **6.1.3** |
| **Task** |
| **6.2** |
| **Performance Measures** |
| **6.2.1** |
| **6.2.2** |
| **6.2.3** |

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| **Objective** |
| 1. Promote and encourage collaborations with Statewide and Regional partners by participating in Statewide and Regional networking and committees.
 |
| **Task** |
| **7.1** |
| **Performance Measures** |
| **7.1.1** |
| **7.1.2** |
| **7.1.3** |
| **Task** |
| **7.2** |
| **Performance Measures** |
| **7.2.1** |
| **7.2.2** |
| **7.2.3** |

### SUMMARY

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| --- | --- |
| PROJECT NAME: |  **CSTEP (RFP GC25-002)** |
| CONTRACTOR NAME: |   |
| CONTRACT PERIOD NUMBER: 3 of 5  |
| CONTRACT PERIOD: | From: July 1, 2027 |
|  | To: June 30, 2028 |

**Project Summary – A high-level overview of the project, including the overall goal and desired outcomes.**

In 1986, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6455, to authorize the use of funds under the Collegiate Science and Technology Entry Program (CSTEP). According to § 6455 of the Education Law, CSTEP is “for the purpose of increasing access by minority or disadvantaged students to academic programs that have been registered by the commissioner and that prepare students either for licensure in the professions or for employment in scientific and technical fields.”

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| **Objective** |
| 1. Provide instructional support in “gateway courses” (i.e., small group tutorials or supplemental instruction in biology, chemistry, physics, calculus, and pre-professional pre-requisite courses) at the freshman and sophomore levels and tutoring for higher level courses at the junior and senior levels.
 |
| **Task** |
| **1.1** |
| **Performance Measures** |
| **1.1.1** |
| **1.1.2** |
| **1.1.3** |
| **Task** |
| **1.2** |
| **Performance Measures** |
| **1.2.1** |
| **1.2.2** |
| **1.2.3** |

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| **Objective** |
| 1. Provide services to enhance and increase students’ involvement in research and/or internship opportunities, including, but not limited to, a CSTEP coordinated research/internship experience for each student prior to graduation culminating in either a research project or written summary of internship.
 |
| **Task** |
| **2.1** |
| **Performance Measures** |
| **2.1.1** |
| **2.1.2** |
| **2.1.3** |
| **Task** |
| **2.2** |
| **Performance Measures** |
| **2.2.1** |
| **2.2.2** |
| **2.2.3** |

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| **Objective** |
| 1. Provide **student** professional development opportunities: workshops, poster presentations, publications in professional/research journals that promote access to careers in math, science, technology, health related fields and the licensed professions.
 |
| **Task** |
| **3.1** |
| **Performance Measures** |
| **3.1.1** |
| **3.1.2** |
| **3.1.3** |
| **Task** |
| **3.2** |
| **Performance Measures** |
| **3.2.1** |
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| **Objective** |
| 1. Provide program services and activities that include: tutoring, academic counseling, remedial and special summer courses, supplemental financial assistance, recruitment, academic enrichment, career planning, and review for licensing examinations for students pursuing careers in scientific and technical fields and the licensed professions.
 |
| **Task** |
| **4.1** |
| **Performance Measures** |
| **4.1.1** |
| **4.1.2** |
| **4.1.3** |
| **Task** |
| **4.2** |
| **Performance Measures** |
| **4.2.1** |
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| **Objective** |
| 1. Plan and implement Service-Learning activities. Students should be made aware of what Service-Learning is, how it relates to their studies and the benefits of this collaborative and collective activity. Service-Learning projects can involve direct and indirect services that students could provide to their communities.
 |
| **Task** |
| **5.1** |
| **Performance Measures** |
| **5.1.1** |
| **5.1.2** |
| **5.1.3** |
| **Task** |
| **5.2** |
| **Performance Measures** |
| **5.2.1** |
| **5.2.2** |
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| **Objective** |
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 |
| **Task** |
| **6.1** |
| **Performance Measures** |
| **6.1.1** |
| **6.1.2** |
| **6.1.3** |
| **Task** |
| **6.2** |
| **Performance Measures** |
| **6.2.1** |
| **6.2.2** |
| **6.2.3** |

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| **Objective** |
| 1. Promote and encourage collaborations with Statewide and Regional partners by participating in Statewide and Regional networking and committees.
 |
| **Task** |
| **7.1** |
| **Performance Measures** |
| **7.1.1** |
| **7.1.2** |
| **7.1.3** |
| **Task** |
| **7.2** |
| **Performance Measures** |
| **7.2.1** |
| **7.2.2** |
| **7.2.3** |

### SUMMARY

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| PROJECT NAME: |  **CSTEP (RFP GC25-002)** |
| CONTRACTOR NAME: |   |
| CONTRACT PERIOD NUMBER: 4 of 5  |
| CONTRACT PERIOD: | From: July 1, 2028 |
|  | To: June 30, 2029 |

**Project Summary – A high-level overview of the project, including the overall goal and desired outcomes.**

In 1986, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6455, to authorize the use of funds under the Collegiate Science and Technology Entry Program (CSTEP). According to § 6455 of the Education Law, CSTEP is “for the purpose of increasing access by minority or disadvantaged students to academic programs that have been registered by the commissioner and that prepare students either for licensure in the professions or for employment in scientific and technical fields.”

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| **Objective** |
| 1. Provide instructional support in “gateway courses” (i.e., small group tutorials or supplemental instruction in biology, chemistry, physics, calculus, and pre-professional pre-requisite courses) at the freshman and sophomore levels and tutoring for higher level courses at the junior and senior levels.
 |
| **Task** |
| **1.1** |
| **Performance Measures** |
| **1.1.1** |
| **1.1.2** |
| **1.1.3** |
| **Task** |
| **1.2** |
| **Performance Measures** |
| **1.2.1** |
| **1.2.2** |
| **1.2.3** |

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| **Objective** |
| 1. Provide services to enhance and increase students’ involvement in research and/or internship opportunities, including, but not limited to, a CSTEP coordinated research/internship experience for each student prior to graduation culminating in either a research project or written summary of internship.
 |
| **Task** |
| **2.1** |
| **Performance Measures** |
| **2.1.1** |
| **2.1.2** |
| **2.1.3** |
| **Task** |
| **2.2** |
| **Performance Measures** |
| **2.2.1** |
| **2.2.2** |
| **2.2.3** |

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| **Objective** |
| 1. Provide **student** professional development opportunities: workshops, poster presentations, publications in professional/research journals that promote access to careers in math, science, technology, health related fields and the licensed professions.
 |
| **Task** |
| **3.1** |
| **Performance Measures** |
| **3.1.1** |
| **3.1.2** |
| **3.1.3** |
| **Task** |
| **3.2** |
| **Performance Measures** |
| **3.2.1** |
| **3.2.2** |
| **3.2.3** |

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| **Objective** |
| 1. Provide program services and activities that include: tutoring, academic counseling, remedial and special summer courses, supplemental financial assistance, recruitment, academic enrichment, career planning, and review for licensing examinations for students pursuing careers in scientific and technical fields and the licensed professions.
 |
| **Task** |
| **4.1** |
| **Performance Measures** |
| **4.1.1** |
| **4.1.2** |
| **4.1.3** |
| **Task** |
| **4.2** |
| **Performance Measures** |
| **4.2.1** |
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| **Objective** |
| 1. Plan and implement Service-Learning activities. Students should be made aware of what Service-Learning is, how it relates to their studies and the benefits of this collaborative and collective activity. Service-Learning projects can involve direct and indirect services that students could provide to their communities.
 |
| **Task** |
| **5.1** |
| **Performance Measures** |
| **5.1.1** |
| **5.1.2** |
| **5.1.3** |
| **Task** |
| **5.2** |
| **Performance Measures** |
| **5.2.1** |
| **5.2.2** |
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| **Objective** |
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 |
| **Task** |
| **6.1** |
| **Performance Measures** |
| **6.1.1** |
| **6.1.2** |
| **6.1.3** |
| **Task** |
| **6.2** |
| **Performance Measures** |
| **6.2.1** |
| **6.2.2** |
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| **Objective** |
| 1. Promote and encourage collaborations with Statewide and Regional partners by participating in Statewide and Regional networking and committees.
 |
| **Task** |
| **7.1** |
| **Performance Measures** |
| **7.1.1** |
| **7.1.2** |
| **7.1.3** |
| **Task** |
| **7.2** |
| **Performance Measures** |
| **7.2.1** |
| **7.2.2** |
| **7.2.3** |

### SUMMARY

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| PROJECT NAME: |  **CSTEP (RFP GC25-002)** |
| CONTRACTOR NAME: |   |
| CONTRACT PERIOD NUMBER: 5 of 5  |
| CONTRACT PERIOD: | From: July 1, 2029 |
|  | To: June 30, 2030 |

**Project Summary – A high-level overview of the project, including the overall goal and desired outcomes.**

In 1986, the New York State Legislature passed an amendment to Education Law Chapter 31, Article 130, § 6455, to authorize the use of funds under the Collegiate Science and Technology Entry Program (CSTEP). According to § 6455 of the Education Law, CSTEP is “for the purpose of increasing access by minority or disadvantaged students to academic programs that have been registered by the commissioner and that prepare students either for licensure in the professions or for employment in scientific and technical fields.”

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| **Task** |
| **1.1** |
| **Performance Measures** |
| **1.1.1** |
| **1.1.2** |
| **1.1.3** |
| **Task** |
| **1.2** |
| **Performance Measures** |
| **1.2.1** |
| **1.2.2** |
| **1.2.3** |

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| 1. Provide services to enhance and increase students’ involvement in research and/or internship opportunities, including, but not limited to, a CSTEP coordinated research/internship experience for each student prior to graduation culminating in either a research project or written summary of internship.
 |
| **Task** |
| **2.1** |
| **Performance Measures** |
| **2.1.1** |
| **2.1.2** |
| **2.1.3** |
| **Task** |
| **2.2** |
| **Performance Measures** |
| **2.2.1** |
| **2.2.2** |
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| **Objective** |
| 1. Provide **student** professional development opportunities: workshops, poster presentations, publications in professional/research journals that promote access to careers in math, science, technology, health related fields and the licensed professions.
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| **Task** |
| **3.1** |
| **Performance Measures** |
| **3.1.1** |
| **3.1.2** |
| **3.1.3** |
| **Task** |
| **3.2** |
| **Performance Measures** |
| **3.2.1** |
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| **Objective** |
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| **Task** |
| **4.1** |
| **Performance Measures** |
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| **4.1.2** |
| **4.1.3** |
| **Task** |
| **4.2** |
| **Performance Measures** |
| **4.2.1** |
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| **Objective** |
| 1. Plan and implement Service-Learning activities. Students should be made aware of what Service-Learning is, how it relates to their studies and the benefits of this collaborative and collective activity. Service-Learning projects can involve direct and indirect services that students could provide to their communities.
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| **Task** |
| **5.1** |
| **Performance Measures** |
| **5.1.1** |
| **5.1.2** |
| **5.1.3** |
| **Task** |
| **5.2** |
| **Performance Measures** |
| **5.2.1** |
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| **Objective** |
| 1. Develop and implement a CSTEP Advisory Committee with membership representatives from various stakeholder groups, such as appropriate faculty, department chairs or deans, students, and other relevant stakeholders. The purpose of the CSTEP Advisory Committee is to meet to discuss the planning, implementation, and evaluation of the CSTEP project.
 |
| **Task** |
| **6.1** |
| **Performance Measures** |
| **6.1.1** |
| **6.1.2** |
| **6.1.3** |
| **Task** |
| **6.2** |
| **Performance Measures** |
| **6.2.1** |
| **6.2.2** |
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| **Objective** |
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| **Task** |
| **7.1** |
| **Performance Measures** |
| **7.1.1** |
| **7.1.2** |
| **7.1.3** |
| **Task** |
| **7.2** |
| **Performance Measures** |
| **7.2.1** |
| **7.2.2** |
| **7.2.3** |