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| **Project Identification** | |
| **Project Name:** | |
| **Lead Local Government:** | **Date:** |
| **County:** | **Region:** |
| **Lead Contact:** | |
| **Contact Telephone:** | |
| **Contact Email:** | |
| **Project Manager:** | |
| **Project Purpose:** | |

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| **REVISIONS** | | |
| **Date:** | **Author:** | **Version:** |
| **Description:** | | |
| **Date:** | **Author:** | **Version:** |
| **Description:** | | |
| **Date:** | **Author:** | **Version:** |
| **Description:** | | |

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| **CONTENTS** |

* Scope
* Quality Management Plan
* Budget
* Risk & Issues Management Plan
* Change Management Plan
* Organizational Change Plan
* Project Repository
* Communications Plan

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| **SCOPE** |

## Project Scope:

*What is the business need that the project will address?*

*What will the Project accomplish, how it will be accomplished, and by whom?*

*What is the end result of the project?*

*Provide a list of project deliverables, which, when produced and accepted, indicate project completion.*

*Define how this project will impact the organization/agency.*

*Explain if the project require organizational changes.*

*How will the changes be planned, implemented, and managed? Examples could include staffing changes, process changes, training, etc.*

*Describe how this project will benefit the Citizens of the State of New York.*

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| **PROJECT TIMELINE** |

*MRF applicants are asked to provide a clear project timeline. The timeline should clearly associate with the work plan and budget, tasks, and deliverables with the specific cost(s) for each. The Project Timeline is developed with the Work Plan, using the Work Plan and Budget Template.*

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| **QUALITY MANAGEMENT PLAN** |

*The Quality Management Plan describes the methods by which the quality of project deliverables will be tested. This section outlines which deliverables will require test plans and a general description of that plan, such as, “A Development System Test plan will be created and used to test the functionality of the Development System“. It is also the section where standards may be listed, such as, “This project will be managed according methodology, as outlines in the NYS Project Management Guidebook, Release 2.”*

## Quality Planning

*List the Quality Standards that have been identified for each deliverable.*

## Quality Assurance Activities

*Describe the processes that will be implemented to evaluate project performance on a regular basis, and validate that the Quality Standards defined in Quality Planning are appropriate and able to be met.*

## Quality Control Activities

*Describe the processes that will be implemented to measure project results, compare results against the Quality Standards and determine if they are being met. This also identifies ways to minimize errors and improve performance.*

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| **BUDGET** |

*The project budget will illustrate the projected cost for the entire project, including both project development, small scale implementation and full implementation. The Project Budget is developed with the Work Plan, using the Work Plan and Budget Template. If this is for a Fast Track project please indicate what has been completed to take the place of project development and small scale implementation.*

*In addition to the information in the Work Plan and Budget Template, provide a budget narrative including the following:*

* Budget and Costs Determination. *How were the budget and costs determined, including the method/approach used to arrive at estimates?*

* Budget Detail. *How does each budget item clearly support the project?*

* Budget Relationship with Work Plan. *How the proposed budget is sufficient to complete the tasks in the work plan, and is cost-effective.*

* Expense Eligibility. *Document how the projected costs are eligible for the grant program.*

     

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| **RISK AND ISSUES MANAGEMENT PLAN** |

* *What are the Minor Risks and issues to be captured and communicated in the Status Report?*

* *What are the Significant Risks and issues that arise to be documented and communicated in both in the Status Report, but also in a Risk and Issues Log?*

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| **CHANGE MANAGEMENT PLAN** |

* What are the minor changes in Status to be captured and communicated in the Statue Report.

* What are the significant changes to the project that impact the Scope, schedule, and/or budget to be documented and communicated with the use of a Project Change Form.

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| **ORGANIZATIONAL CHANGE PLAN** |

* *Define how this project will impact the local government(s), if it does.*

* *Will the product of this project require organizational changes? Examples could include staffing changes, process changes, training, etc.*

* *How will the changes be planned, implemented, and managed?*

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| **PROJECT REPOSITORY** |

*Explain how the project documents and information will be made available to all project partners, including the Department of State.*

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| **COMMUNICATION PLAN** |

*Explain the project partners will communicate and collaborate throughout the lifecycle of each project.*

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| **LIST OF ASSUMPTIONS** |

*Describe the assumptions of the project. This could include any requirements of Law, information on internal contracts.*

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| **DISCRIPTION OF PILOT PROJECT TO EVALUATE** |

*As part of the project, small scale implementation may be required. In doing so please indicate what type of implementation would be best to allow for an evaluation of the project and to help secure full buy-in at full scale implementation. As an example: a County wide project may start with several local governments providing the service to examine any problem that may arise or to show that project works as proposed without service concerns. This small scale implantation may be what is needed to convince others to join the project.*

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| PROJECT TEAM ROLES AND RESPONSIBILITIES | | | | |
| **Role:** | **Resource(s):** | ***Title:*** | ***Phone:*** | ***Email:*** |
| Project Sponsor |  |  |  |  |
| Project Manager |  |  |  |  |
| Team Member |  |  |  |  |
| Team Member |  |  |  |  |
| Stakeholder |  |  |  |  |
| Stakeholder |  |  |  |  |

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| **DEFINITIONS OF ROLES** |

**Project Sponsor:**

The Project Sponsor (Sponsor) will “champion” the project within the organization and provide guidance to the project team. The Sponsor will also ensure that resources and spending authority is secured. The Sponsor will work closely with the Project Manager to identify project goals, required resources, constraints and dependencies, and to keep the project on track. The Sponsor will approve that milestones and deliverables that are produced as defined in the Project Charter.

**Project Manager:**

The Project Manager (PM) has overall responsibility for the execution of the project. The PM will document all of the project plans throughout each phase of the lifecycle according to the NYS Project Management Guidebook, Release 2. The PM will track progress on the milestones and deliverables of the project, ensuring that tasks are meeting the approved scope, schedule, quality and budget. The PM is the primary communicator for the project.

**Stakeholders**

Stakeholders have a stake in the progress and/or outcome of the project. They may provide resources to the project team and may also be responsible for groups within the organization that may be impacted by the project, for example training or support groups. Although they may not attend regular meetings, stakeholders should review all project communication and identify any information that may benefit the project to the Sponsor and/or Project Manager.

**Project Team Members:**

*Some projects may have more than one team. In this case, make sure to distinguish the specific activities of each team. Complete one section for each team or delete if not required.*

Project Team members will carry out the work of the project. They will attend all project and technical meetings, prepare for meetings by reviewing agendas and updating tasks, review meeting notes and submit any corrections to the PM, and provide insight to the PM, such as recommending work, resources or best practices. Team members may be assigned for the full or limited duration of the project.