|  |  |  |
| --- | --- | --- |
| **Project Plan** | Version: |  |
| Date: |  |

|  |
| --- |
| **1. Project Details** |
| **Investment Name** |  |
| **Executive Sponsor(s)** |  |
| **Project Lead(s)** |  |
| **Budgeted Start Date** |  |
| **Project Start – End Dates** |  |
| **Fiscal Analyst** |  |
| **Program Analyst/Evaluator** |  |

|  |
| --- |
| **2. Project Objective and Description**  |
| ***Briefly*** *describe the project and its objective. Can also include: current state, best practice, and gap between current state and best practice. What is the rationale for the project and expected outcome(s)? Information previously written for project (e.g. TB Memo, business case, investment description) can be used here.** *Sample text: The purpose of \_****\_\_\_investment A\_\_*** *is to provide \_\_\_\_****service/activity B\_\_\_*** *for* ***\_\_\_\_population C\_\_\_*** *to achieve \_\_\_\_****outcome******D****\_\_\_.*
 |
|  |
| *Mark “X” next to the strategic goal(s) that the project aligns with.* |
| **Quality and Safety** |  |
| **Access and Coordination** |  |
| **Innovation and Efficiency** |  |

|  |
| --- |
| **3. Project Team** |
| **Role in Project** | **Name** | **Role in Organization** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **4. Project Budget & Resources** |
| *In collaboration with Fiscal Analyst assigned: Summarize the inputs and resources for the project and their associated costs in the section below and attach an appendix with a detailed budget list.* |
| **Description** | **Value** |
| Compensation |   |
| Supplies |  |
| Equipment |  |
| Sundry |  |
| Contracted Services |  |
| Building |  |
| Revenue |  |

| **5. Project Outcomes & Measures** |
| --- |
| *What are the expected outcomes and related measures for the current state (most up to date data at reporting time)? Note: If information is not available at time of project plan development, please note in the table.** ***Program Analyst/Evaluator will work with Project Lead to complete this table.***
 |
| **Expected Outcome** | **Performance Measure****(e.g. service count, outcome measure)** | **Baseline** | **Source** | **Reporting Period** |
|  |  |  |  |  |
|  |  |  |  |  |

| **6. Project Deliverables & Milestone** |
| --- |
| *This section applies to both project implementation and post-implementation. Please complete according to phase project is in.* * *Examples can include: position(s) posted, staff hired, TB authorization received, contract in place, policy work completed, program model developed, service offered, implementation complete etc...*
 |
| **Deliverables or Milestone****(Quantify – be specific)** | **Main Tasks** | **Start** | **End** | **Lead** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **7. Risk Log** |
| *Identify any potential risks associated with this project* ***if applicable.*** |
| **Description** | **Mitigation** | **Risk Probability** **(H, L)** | **Risk Impact** **(H, L)** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **8. Authorization** |
| **Prepared By:** |  | **Date:**  |
| **Reviewed By:** |  | **Date:**  |

|  |
| --- |
| **9. Reference Documents** |
| *List any project documents that are available (e.g. TB memo, SBAR, previous reports etc...)* |
|  |

|  |
| --- |
| **10. Appendices** |
| *Attach any appendices (e.g. Detailed Budget List)* |