**Project Management Plan Template**

Submitted by: Contact for this PMP.

First submittal date:

Revision version & date:

**PART A – PROJECT INFORMATION**

1. Project Name:
2. Project Sponsor:
3. Partnering Agencies: <List all project partners>
4. Date
5. Project Description:
   1. Service type
   2. Service area, route & stops
   3. Service span
   4. Vehicles

<Note any accommodation of wheelchair users and bikes>

* 1. Scheduling

<Note any technology, website, online applications for the user and operators>

* 1. Fare collection

<Describe how you plan to collect fares>

1. Project team

(Identify project staff/team/partner roles and responsibilities as applicable)

1. Project Manager

<The PM must be a Member Agency staff. Please identify email/phone and VTA will contact the PM for any project or PMP questions.>

1. Procurement manager
2. Operations
3. Coordinator
4. Safety and Training
5. Marketing/outreach
6. Others

Attach a project organization chart.

**PART B – FINANCIAL MANAGEMENT**

1. Total project cost estimate:
   1. Capital cost
   2. Operating cost
2. Source of Funds

(Identify 2016 Measure B fund and non-2016 Measure B fund sources)

**PART C – PROJECT IMPLEMENTATION & MANAGEMENT**

1. Project schedule

<Modify the following schedule table as needed.>

|  |  |
| --- | --- |
| Project Milestone | Month/Year |
| Release RFP for service provider/operator |  |
| Develop contract |  |
| Award/Execute contract |  |
| Recruit project staff |  |
| Conduct project outreach and marketing |  |
| Start-up operation (if applicable) |  |
| Full operation |  |

1. Training and qualifications of project staff and operators
2. Agreements

<Identify any existing/anticipated agreements and provide date of execution & expiration>