**Project Name:** Enter project name.

Submitted by: Enter the name of person who filled out this PMP and the jurisdiction.

Version: (First submittal or revision version)

Date: Submittal date.

*General Instructions:*

* *If your agency uses a Project Management Plan (PMP) in a different format, you may submit it to the 2016 Measure B Program Office for review in lieu of completing this form. However, you will need to answer the questions in this template that are not included in your existing PMP.*
* Use this PMP template if 2016 Measure B only funds the planning effort of your project OR if your project is the planning effort or study.

1. **BACKGROUND & SCOPE**

* *Identify project purpose, scope, and background (“Baseline Scope”). Project scope needs to be consistent with project description in the Agreement. If there are changes to the Baseline Scope, you need to submit an updated PMP with discussions on associated impacts to schedule and cost.*
* *Provide a project location map, if applicable. If the map is provided in the Complete Streets (CS) checklist, a reference to the CS checklist should be made.*
* *Identify the deliverables of the planning study/feasibility study.*

Click or tap here to enter text.

1. **COST ESTIMATES AND BUDGET**

* *List cost estimate and budget for the planning effort(s) covered by this PMP. Add rows for additional fund sources and columns for additional project milestones as needed.*
* *If the project is not fully funded, please briefly describe a plan or a strategy to fully fund the project.*

|  |  |  |
| --- | --- | --- |
| **Fund Source** | **Planning Effort(s)** | **Total ($)** |
| 2016 Measure B |  |  |
| Other local – Please specify |  |  |
| State funds – Please specify. |  |  |
| Federal funds - Please specify. |  |  |
| Total ($) |  |  |

1. **SCHEDULE AND MILESTONES**
   * *Identify and list each milestone. Add and/or edit rows as needed. Delete existing rows if they are not applicable– do not leave empty/”NA” rows.*

|  |  |  |  |
| --- | --- | --- | --- |
| MILESTONE | Begin Milestone  (Month/Year) | End Milestone  (Month/Year) | Milestone Designation (Target/Actual) |
| Procurement Process/RFP Release |  |  |  |
| Project Kick-Off |  |  |  |
| Public/Community Outreach |  |  |  |
| Draft Report |  |  |  |
| Final Report |  |  |  |
| Internal Review of Deliverable(s) |  |  |  |
| Final Deliverable(s) Adoption by Council |  |  |  |
|  |  |  |  |
| Project Closeout |  |  |  |

*Other milestones to consider: initial concept development, assessment criteria established, concept short list adoption, Draft Report; Final Report*

Following the completed planning phase/study, identify the general next steps and timeline for project implementation.

1. **PROJECT MANAGEMENT TEAM**

* *Identify key members of the Project team, including but not limited to: Project Sponsor(s), Project Manager, Project Engineer, Outreach, etc.) You must identify a Project Manager and provide email/phone contact.*

Click or tap here to enter text.

1. **STAKEHOLDER COORDINATION AND REQUIREMENTS (if applicable)**
   * *If other funding sources were identified in Section 2, indicate the coordination efforts required by the funding agency, such as inter-agency agreements.*

Click or tap here to enter text.

1. **PROJECT MANAGEMENT AND CONTROL STRATEGY**

* What are the top three critical issues for the project? Are there any unique risks to this project? How will you address these issues and risks?

Click or tap here to enter text.

**Acronym Key:**

CS: Complete Streets

NTP: Notice To Proceed

PM: Project Manager