The project management plan is among the required submissions to complete Golden LEAF grant application. It complements but does not replace the narrative descriptions of project implementation and expected outcomes. Whereas the narratives should provide an overview of what the project is, how the project will be implemented, what ultimate effects will be and on whom, the completed project management plan will provide the necessary detail.

The proposed outcomes and activities in the project management plan reflect some of the measures against which progress and performance of the project could be evaluated if a grant were awarded—subject to any special terms and conditions outlined by the Golden LEAF Board of Directors.

**Project Management Plan**

Complete the *unshaded* cells in the tables that follow. Use the “Tab” key to move from cell to cell or to add a new line. Submit the completed document with the full application.

|  |  |
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| **Activity:** | A project task that leads to a proposed outcome or outcomes. Listed activities should also include submission of reports to Golden LEAF. |
| **Baseline data:** | The value against which progress on project outcomes will be measured. The baseline values recorded in this column should be the value for those measures on the chosen “Date of baseline data”. |
| **Date:** | The date of the data that is reported for intermediate outcomes reached. The date should be close to the Progress Report date for the period. |
| **Date of baseline data:** | The effective date of the value against which progress on project outcomes will be measured. The date of baseline data could be the last day of the fiscal year or quarter immediately preceding implementation of the project. |
| **Name of person(s) responsible:** | The name of the person(s) who will collect the data. **Provide separately, a key showing the full name of the person represented by the initials, their title and the department or organization where they work.** |
| **Outcome:** | That which will increase, decrease or otherwise change as a result of the project. A project will likely have several outcomes. |
| **Outcome(s) directly affected:** | The number that identifies the outcome(s)—listed in the table above the activities table—that the activity advances. More than one outcome can be directly affected by a single activity. |
| **Source of data or tool used:** | The report, system, agency, calculation, method, etc. from which baseline data was and future outcome data will be derived. |
| **Target achievement date:** | The date by which an outcome will be achieved. |
| **Target completion date:** | The date by which an activity will be completed. |
| **Intermediate outcomes reached:** | Intermediate outcomes achieved as of the reporting date. Dates for intermediate outcomes will correspond to reporting dates within and beyond, when required, the term of the grant. |

Example: A grant is requested to help a community college buy equipment to train welding techniques required by expanding businesses in the region. The project will provide a pool of skilled applicants for the positions that are available in regional companies. The skills are transferable across multiple industries that require this level of welding skill. The companies have agreed to interview, if not hire, participants who complete the training.

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| **Date of Report:** |  | **Grantee Name:** |  | **Project File No.:** |  |

|  | **Outcome** | **Target achievement date** | **Source of data or tool used** | **Baseline data** | **Date of baseline data** | **Name of person(s) responsible** | **Intermediate outcomes reached** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **mm/dd/yyyy** | **mm/dd/yyyy** | **mm/dd/yyyy** | **mm/dd/yyyy** | **mm/dd/yyyy** |
| *1* | *Example: 75% of 200 people trained (100 per session) in welding class will be interviewed for a welding job within one year after training.* | *12/31/2013* | *Registrar’s student data* | *0* | *08/30/2012* | *Rita B. Registrar or Robert R. Helper* | *0* | *60* |  |  |  |
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Within the *Outcome* table, <TAB> to move from cell to cell. <ENTER> to start a new line within a cell. Text will automatically wrap within a cell. <TAB> from the last cell on the last row to add a row.

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| **Date of Report:** |  | **Grantee Name:** |  | **Project File No.:** |  |

| **Activity** | **Outcome(s) directly affected** | **Target completion date** | **Date completed** | **STATUS / Challenges and resolutions / Explanations for not meeting target completion date / Other comments** |
| --- | --- | --- | --- | --- |
| *Example: Teach two welding classes (one in the spring, one in the fall)* | *1* | *12/15/2013* |  | * *04/09/2013: First class in progress, 105 enrolled* * *08/09/2013: 89 completers in first class; 60 completers have been interviewed for welding jobs; 58 have been hired in welding jobs; second class in progress with 97 enrolled* |
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Within the *Activity* table, <TAB> to move from cell to cell. <ENTER> to start a new line within a cell. Text will automatically wrap within a cell. <TAB> from the last cell on the last row to add a row.