

**Project Plan for [insert name of specific HPOG project]
Current as of [insert date of most recent plan update]**

Project Vision Statement: [insert brief 2-3 sentence statement summarizing an aspirational message of what this project is all about]

Target Goals/Outcomes – The [name of project] aims to achieve the following primary goals and/or outcomes [insert 3-5 measurable outcome or goal statements below]:

- 1.
- 2.
- 3.
- 4.

Project Activities, Schedule and Accountabilities

Project Stage [revise sequential stages suggested below as needed]	Major Activities to Complete	Target Completion Dates	Lead Agency/ Organization	Individual Accountabilities & Update Notes
Program/Project Development or Design	[insert specific action steps in sequence]	[insert date when each action should be completed]	Name partner organization and/or department taking lead on this action	[insert names of individuals who are accountable for each action step, and add brief note/direction or coordinating actions if needed to ensure clarity. Updates to indicate actions completed can be added here, using green font to indicate completion, and red font to indicate actions behind schedule or at risk in some way.]
Program Marketing & Outreach to Recruit Applicants				
Applicant Screening, Enrollment & Orientation				

Program Delivery and Coordination				
Formative and Summative Evaluation	[Evaluation methods and actions should foot back to the outcomes/goals stated above]			
Follow Up Planning and Decisions				

Authorization

By signing below, the senior or executive management sponsors signal approval to move forward in executing the plan. By signing, the overall project manager/coordinator signals his/her commitment to executing the plan to achieve the target outcomes, and to communicate status and changes in the plan with all project contributors that are named in the above plans.

Name and Title of Overall Project Sponsor _____
Date

Name and Title of Key Partner Organizational Sponsor [delete if not applicable] _____
Date

Overall Project Manager/Coordinator _____
Date

Lessons Learned

[Use this final section as a placeholder to briefly capture lessons learned and key changes made as you implement the plan, for easy access in evaluation stage and to inform future similar plans. Examples of lessons learned may include problems encountered/resolved, success strategies to replicate and expand, important plan changes to remember for next time, additional people to involve, critical communication actions needed to effectively coordinate, etc.]