

Project Plan Template

- a. Charter
 - i. Project definition
 - 1. How does this project contribute to the transformation vision?
 - ii. Project objective
 - 1. Define the linkage to the appropriate BC4T Goal/Objectives
 - iii. Project scope
 - 1. Define the linkage to data from the Community Needs Assessment
 - 2. Community Engagement work?
 - 3. Who is the Target Population? Why?
 - a. Segmentation variables
 - i. Demographic, condition, status, geographic location
 - ii. Other
 - 4. Who are the Target Providers? Why?
 - iv. What are the specific linkages to other initiatives?
 - 1. Statewide
 - 2. Regional
 - 3. Local
 - v. How does this project contribute to addressing the Opioid Crisis?
 - vi. What are the target outcomes?
- b. Target Milestones
 - i. Key Process Metrics
 - 1. Metric
 - a. Target date
 - ii. Key Performance Metrics
 - 1. Baseline metric(s)
 - 2. Target metric
 - a. Target date: reporting
 - b. Target date: performance
 - iii. Regional Specific Metrics
 - 1. Metric
 - a. Target date
- c. Project Structure
 - i. Operations Team
 - 1. Sponsor and oversight
 - ii. Project Team Leadership
 - 1. Lead
 - 2. Co-lead
 - 3. Partner organizations
 - 4. Community stakeholders
 - iii. How the team will work together
 - iv. Role of 3rd party resources
 - 1. Consultants
 - 2. Other

- v. Roles and responsibilities of the team members
 - 1. Lead
 - 2. Co-lead
 - 3. Partner agency
 - a. Executive sponsorship and signoff authority
 - b. Expectations for Provider Executive Line Management
 - 4. Supporting partners
 - 5. Community stakeholders
- d. Reviews and Approvals Required
 - i. Charter
 - ii. Work Breakdown Structure
 - iii. Partner agencies—changes
 - iv. Budget
 - v. Other
- e. Global considerations
 - i. Key challenges
 - 1. Mitigation
 - ii. Dependencies
 - 1. What and when
 - iii. Assumptions
 - 1. Data from state
 - 2. Other
- f. Project Work Breakdown Structure
 - i. Plan phase
 - ii. Analysis phase
 - iii. Design/Development phase
 - iv. Implementation phase
 - v. Operations management phase
- g. Implementation timeline, tasks, dependencies
 - i. Budget
 - 1. Staffing: recruit and hire
 - 2. Staffing: retention
 - 3. Staffing: training
 - 4. Consultants
 - 5. Technology
 - a. HIT
 - b. Enabling
 - 6. Programs/Services
 - 7. Incentives
 - 8. Other
- h. Pert/Gantt Charts
- i. Other Appendices/Attachments as necessary