**Project Management Plan**

Begin completing this Project Management Plan at Meeting One and complete it with your team following Meeting One, i.e., by November 2019. Teams will have the opportunity to review/revise their Project Management Plans throughout the 18-month Initiative at each of the on-site meetings. The collective data from all of the teams’ completed project management plans will be invaluable as we share and learn from this collaborative experience.

**Team: Project Tile:**

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| I. | Vision Statement  (markers of success by March 2021; Refer to Toolkit #6) |  |
| II. | Team Objectives  (‘needs statement,’  project requirements, project assumptions, stakeholders, etc.) |  |
| III. | Team Members & Accountability  (list of team members from Toolkit #7 and who is accountable for what) |  |
| IV. | Necessary Resources  (staff, finances, etc.) |  |
| V. | Measurement/Data Collection Plan  (Refer to Toolkit #2) |  |
| VI. | Stakeholder Communication Plan (may be helpful to draft a flow chart of team members & senior management; Refer to Toolkits #3 and #5) |  |
| VII. | Potential Challenges  (engagement, budget, time,  skills gaps, etc.; Refer to Toolkit #4) |  |

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| VIII. | Opportunities for Scholarly Activity  (potential publications, conference presentations, etc.) |  |
| IX. | Markers  (project phases, progress checks, schedule, etc.;  Refer to *NI VII Roadmap to 2021* which will be presented at Meeting One) |  |

*Sections X thru XIII to be completed first quarter 2021 for “Final Proceedings” booklet:*

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| X. | Success Factors | *The most successful part of our work was….*  *We were inspired by….* |
| XI. | Barriers | *The largest barrier encountered was….*  *We worked to overcome this by….* |
| XII. | Lessons Learned | *The single most important piece of advice to provide another team embarking on a similar initiative would be….* |
| XIII. | Expectations Versus Results | *On a scale of 1 to 10 (with “1” meaning nothing and “10” meaning everything), how much of what you set out to do was your team able to accomplish?*  *1 2 3 4 5 6 7 8 9 10* |
| XIV. | Sustainability and Next Steps | What does your CEO need to know to help keep your work sustainable? |