

Project Management Plan (PMP)

Teams will begin completion of the PMP at Meeting One and will have the opportunity to review/revise it throughout the 18-month Initiative and at meetings two and three. The collective data from all the teams' completed project management plans will be invaluable as we share and learn from this collaborative experience. Your final PMP is due prior to Meeting Four in April 2027.

Team: _____

Project Title: _____

I.	Vision Statement (markers of success by April 2027;	
II.	Team Objectives (‘needs statement,’ project requirements, project assumptions, stakeholders, etc.)	
III.	Team Members & Accountability (list of final team members as reported to Mindi after meeting one and who is accountable for what)	

IV.	Necessary Resources (staff, finances, etc.)	
V.	Measurement/Data Collection Plan	
VI.	Stakeholder Communication Plan (may be helpful to draft a flow chart of team members & senior management	
VII.	Potential Challenges (engagement, budget, time, skills gaps, etc.	

VIII.	Opportunities for Scholarly Activity (potential publications, conference presentations, etc.)	
IX.	Markers (project phases, progress checks, schedule, etc.; Refer to <i>NI X Roadmap to 2027</i>)	

Sections X thru XV to be completed first quarter 2027 for “Final Proceedings” booklet:

X.	Success Factors	<i>The most successful part of our work was....</i> <i>We were inspired by....</i>
XI.	Barriers	<i>The largest barrier encountered was....</i> <i>We worked to overcome this by....</i>
XII	Surprises	<i>What surprised you and why?</i>
XIII.	Lessons Learned	<i>What would be the single most important piece of advice to provide another team embarking on a similar initiative and how to be successful?</i>
XIV.	Expectations Versus Results	<i>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 and how were your results the same or different from your expectations?</i> 1 2 3 4 5 6 7 8 9 10
XV.	Sustainability and Next Steps	<i>What does your CEO need to know to help keep your work sustainable?</i>