PROJECT MANAGEMENT PLAN

A. General Information

Provide basic information about the project.

Cluster:
_____

Date:
_____

Community College - Fiscal Agent:
_____

Contact:
_____

Community College– Partner(s):
_____

Contact:
_____

Secondary School Partners:
_____

B. Project Objectives and Success

Project Objectives	*Define success in relation to the Project Objective.*
Develop and sustain partnerships.	
Establish/Strengthen Statewide Cluster (Program) Management Committee.	
Develop and carry out work plan for career cluster Program of Study model.	
Implement continuous improvement plan.	
Disseminate career cluster Program of Study model to the secondary and postsecondary education institutions	

C. Outcomes, Work Breakdown Structure, Acceptance Criteria, Project Schedule, and Resources Required

*Complete the columns below. Describe the **Work Breakdown Structure (WBS)** for each listed **Outcome**. Indent subordinate elements in the WBS elements column; for example, indent all tasks for an activity and then indent the sub-task(s) for the task. Describe the **Acceptance Criteria** for each. List **the Start Date, Finish Date**, and **Resources Required** for each activity, task, or sub-task. Additional rows may be added as necessary.*

Outcomes	*Work Breakdown Structure (WBS) (Elements, Activity, Task, or Sub-Task)*	*Acceptance Criteria*	*Start Date*	*Finish Date*	*Resources Required*
1. Identify and secure partners.					
2. Finalize Statewide Cluster (Program) Management Committee.					
3. Review/Develop agreed-upon standards in cluster/pathway areas– aligned with national industry standards if available and appropriate – for use statewide.					
4. Review/Develop competencies, assessments, and proficiency levels (aligned with agreed-upon standards) for use statewide.					
5. Sustain local/regional Program Advisory Committees.					
6. Complete the guided reflection self-assessment worksheets.					

Outcomes	Work Breakdown Structure (WBS) (Elements, Activity, Task, or Sub-Task)	Acceptance Criteria	Start Date	Finish Date	Resources Required
7. Develop project timeline which includes resources needed and assigns persons for each task action item.					
8. Develop POS drawing board for statewide model					
9. Develop POS marketing piece for statewide model					
10. Develop plan for continuation of activities following conclusion of grant support.					
11. Complete the Project Final Report					