

**Alabama Council for Developmental Disabilities  
Project Management Plan Form**

Revised January 2009

**NAME OF PROJECT:**

**GOAL:**

**Objective:**

*Federal Outcomes	Activities	**Outcome Measures	Timeline	Responsible Person

\* Federal Outcomes: Staff will complete federal outcomes

\*\* Outcome Measures: Indicate measurable outcomes (target **NUMBERS**)

## PROJECT MANAGEMENT PLAN INSTRUCTIONS AND GUIDELINES

The Program Management Plan describes how you are going to achieve your objective(s) and goal(s), as well as the expected impact of the project. Please follow the guidelines below to complete the Project Management Plan Form. *(Note: Make additional copies of the Project Management Plan form, as needed, to include all goals, objectives, and activities.)*

### (See Sample on last page)

#### Steps in Completing Project Management Plan

1. State goal clearly and simply
2. Define objective briefly, using only the words necessary to describe the components that are needed to achieve the goal.
3. List specific tasks, methods, and/or procedures in the Activities Column
4. State who will be responsible for each activity
5. State a specific time frame in which you will be implementing each activity.

Remember to include all activities you indicated in your narrative that you would be doing, as well as how and when you will include stakeholder coordination and project continuation activities.

#### Guide for Project Management Plan Terms

- 1. Goal:** The goal statement is the ultimate outcome that you want to achieve. The statement must be brief and include only what you plan to impact. (i.e., “20 individuals with developmental disabilities obtain jobs of their choice.”)

Each word in a goal statement must indicate an impact you want to achieve. After you have developed your goal statement, go through it word by word to be sure that every impact you want to achieve is stated and the results you do not want to seek have not been included.

*(NOTE: The sample goal indicates the project will result in individuals with developmental disabilities obtaining jobs of their choice. If these words are used in the goal statement, then activities would have to be included in the project that facilitate individuals in making choices, as well as obtaining jobs).*

- 2. Objective:** An objective statement describes what you want to do to obtain your goal (i.e., “50 Students will participate in employment activities in the classroom and community to develop career interests.”). *(Note: You may need more than one objective to achieve a goal).*

- 3. Federal Outcomes:** The federal government collects data for these outcomes. Generally, these outcomes are stated in the Request for Proposal (RFP). When selecting federal outcomes for your project management plan, choose those for which your outcome measures provide data. *(Note: If you do not know the federal outcomes, you may leave boxes in this column blank. Some of your project's outcome measures may not have Federal Outcomes.)*

**4. Activities:** These are a series of steps (tasks, methods, and/or products) that you will implement to reach your objective as well as your goal.

For instance, the following activities might be listed under the sample objective:, (1) Students' interests and skills are surveyed relating to various employment options. (2) Classroom lessons are presented regarding skills needed for successful employment. (3) Contacts are made with area businesses in students' areas of interest. (4) Students participate in job-shadowing tours at area businesses. (5) Students participate in mock interviews. . . (10) Students submit job applications *(Enter one activity per cell in the Activities Column).*

**5. Outcome Measures:** These are statements of how you are going to measure the outcomes of each activity. *(Note: Each activity must have an outcome measure. Your series of activities and their outcomes should lead you to reaching your objective and your goal.)*

**6. Timeline:** This indicates when each activity is expected to begin and end (this may be indicated by month or by fiscal quarter).

For instance, the following time-lines might be targeted: (1) Sept 07 – Oct 07;(surveys) (2) Oct 07 – Dec 07; (classroom lessons) (3) Nov 07- Dec 07; (businesses contacted) (4) Jan 08 – March 08 (job shadowing); (5) April 08- May 08 (mock interviews) . . . (10) May 08 - Sept 08 (obtained jobs of their choice).

**7. Responsible Person:** The individual who is responsible for implementing each activity.

For instance: (1) Jane Smith, classroom teacher and John Doe, Job Coach; (surveys) (2) Jane Smith; (classroom lessons) (3) John Doe; (businesses contacted) (4) Jane Smith, John Doe (job-shadowing) (5) John Doe, Selected Area Businesses (mock interviews). . .(10) John Doe (facilitating obtaining jobs of student's choices)

**SAMPLE**

**Alabama Council for Developmental Disabilities  
Project Management Plan Form**

Revised July 2007

**NAME OF PROJECT:**

**GOAL:** 20 individuals with developmental disabilities obtain jobs of their choice

**Objective:** 50 Students will participate in employment activities in the classroom and community to develop career interests

*Federal Outcomes	Activities	Outcome Measures	Timeline	Responsible Person
	1. Students' interests and skills are surveyed relating to various employment options.	50 students will have interest and skill surveys completed;	Sept 07 – Oct 07	Jane Smith, classroom teacher; John Doe, Job Coach
People trained in employment	2. Students participate in lessons	50 students participated in lessons	Oct 07 – Dec 07	Jane Smith
	3. Contacts are made with area businesses in students' areas of interest.	25 area businesses were contacted that had potential job opportunities that met students' interests and skill levels	Nov 07- Dec 07	John Doe
People facilitated employment	4. Area businesses provide job shadowing tour opportunities	10 Businesses provided job-shadowing opportunities	Jan 08 – March 08	Jane Smith, John Doe
	5. Area businesses provide mock interview opportunities	5 businesses participated in mock interviews	April 08- May 08	John Doe, Area Businesses
	<i>Series of activities may continue.....</i>			
Individuals have jobs of their choice	10. Students submit job applications	20 students obtained jobs in the businesses of their choosing	May 08 - Sept 08	John Doe

*\* Not all activities will have corresponding Federal Outcomes – if you are uncertain of the federal outcomes, you may leave this column blank.*