



PROJECT XXXX PROJECT PLAN

Project Goals

In this section, lay out the specific goals of the plan. A short paragraph followed by bullet points if appropriate is acceptable. Much of this should be able to come from the Proposal. Amend as necessary following kick-off meeting.

Project Deliverables

List the deliverables the client can expect. Deliverables should be in chronological order with brief explanations. This can be presented in a numbered or bulleted list, depending on what feels appropriate.

Project Schedule

Insert information about the overall timeline of the project. With the deliverables attached to phases (if appropriate) and start & end dates.

Deliverable	Start	End
Phase 1 & 2		
P.1-D.1 -Research plan memo w/ questions identified	15-Nov	3-Dec
P1-D.2 -Qualitative Research (Interviews)	6-Dec	4-Feb
Phase 3		
P3- D.1 - Literature Review	3-Dec	28-Jan
P3 - D.2 - Summary Report with Recommendations	4-Feb	25-Feb

Roles and Responsibilities

Project Sponsor: NAME OF DECISION MAKER AT CLIENT ORGANIZATION

Responsibilities

- Make decisions about the any potential changes to the scope or deliverables of the project.
- Represent client needs and ensure activities proposed by jdcPartnerships align to meet those needs.

Client Contact: NAME PRIMARY CONTACT AT CLIENT ORGANIZATION

(May be the same as the Project Sponsor)

Responsibilities

- Respond in a timely fashion to inquiries from jdcPartnerships.
- Provide jdcPartnerships with any materials and information necessary for the project.

Project Director: NAME OF JDCPARTNERSHIPS PERSON

Responsibilities

- Chart the course for the project; ensuring activity is of the highest standard for meeting client needs.
- Provide oversight of the methodology and structure of the project.
- Participate in planning meetings and other meetings as necessary.

Project Manager: NAME OF PROJECT MANAGER

(May be the same as the Project Director)

Responsibilities

- Serve as the primary contact to the client.
- Monitor project timelines.
- Deliver products to the client.
- Initiate a discussion with the Project Sponsor and Project director in the event of any necessary changes to the project scope or potential scope creep.

Commitments of the Engagement

jdcPartnerships agrees to:

- Maintain regular communication
- Respond to client contact within 1 business day
- Strive for collaboration in all areas
- Submit draft for feedback
- Adhere to the timelines agreed upon or give sufficient notice of any necessary changes
- Discuss with the client any proposed changes or modifications to the project scope or deliverables.

CLIENT NAME agrees to:

- Freely ask questions and engage thoroughly in a collaborative relationship.
- Inform jdcPartnerships of changes to organizational context or desired outcomes particularly if they relate to the consultant scope of work and timelines.
- Provide jdcPartnerships with supportive materials in a timely way.
- Acknowledge receipt of documents within 1 working day or within desired time frame and offer a time for specific feedback via phone, email or in-person as necessary.

- If project delays occur due to unforeseen circumstances on your part, you understand fdcPartnerships will do whatever possible to maintain timelines, but may not be responsible for subsequent project delays.

Signatures

Project Sponsor

Name: _____

Signature: _____

Date: _____

Project Director

Name: _____

Signature: _____

Date: _____

Client Contact

Name: _____

Signature: _____

Date: _____

Project Manager

Name: _____

Signature: _____

Date: _____

**Note: This document is an addendum to the project contract.