

ID	Task Name	Start	Finish	Duration	% Complete	2007											
						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1	Project Title	Tue 1/2/07	Thu 9/20/07	182 days	39%												
2	Project Initialization	Tue 1/2/07	Fri 1/5/07	4 days	0%												
3	Project Kickoff Meeting	Tue 1/2/07	Tue 1/2/07	1 day	0%												
4	Project Startup Tasks	Tue 1/2/07	Fri 1/5/07	4 days	0%												
5	Project Status Meeting	Mon 1/8/07	Mon 9/17/07	175 days	0%												
43	Project Steering Committee Meeting	Wed 1/10/07	Wed 9/12/07	170 days	0%												
53	Project Executive Committee Meeting	Thu 1/18/07	Thu 7/19/07	127 days	0%												
57	Phase 1	Mon 1/8/07	Mon 2/26/07	34 days	88%												
58	Project Plan (Updated)	Mon 1/8/07	Thu 2/8/07	23 days	79%												
59	Deliverable 1 Development Tasks	Mon 1/8/07	Fri 1/19/07	9 days	90%												
60	Meeting to Review Project Plan and Cost Schedule	Mon 1/8/07	Mon 1/8/07	1 day	0%												
61	Update Project Plan and Cost Schedule	Mon 1/8/07	Fri 1/19/07	9 days	100%												
62	Deliverable 1 Approval Process	Mon 1/22/07	Thu 2/8/07	14 days	71%												
63	State Review of Project Plan Deliverable	Mon 1/22/07	Fri 2/2/07	10 days	100%												
64	Contractor Cure Period	Mon 2/5/07	Wed 2/7/07	3 days	0%												
65	1.1 Final State Approval of Deliverable 1	Thu 2/8/07	Thu 2/8/07	1 day	0%												
66	Project Document & Deliverable Templates	Mon 1/22/07	Fri 2/23/07	24 days	100%												
67	Deliverable 2 Development Tasks	Mon 1/22/07	Fri 2/2/07	10 days	100%												
68	Development Subtasks	Mon 1/22/07	Fri 2/2/07	10 days	100%												
69	Deliverable 2 Approval Process	Sat 2/3/07	Fri 2/23/07	14 days	100%												
70	State Review of Templates Deliverable	Sat 2/3/07	Fri 2/16/07	10 days	100%												
71	Contractor Cure Period	Sat 2/17/07	Wed 2/21/07	2 days	100%												
72	1.2 Final State Approval of Deliverable 2	Thu 2/22/07	Fri 2/23/07	1 day	100%												
73	State Approval of Phase 1 (Milestone 1)	Mon 2/26/07	Mon 2/26/07	1 day	0%												
74	Vendor Invoice For Milestone 1	Mon 2/26/07	Mon 2/26/07	0 days	0%												
75	Phase 2	Thu 2/1/07	Fri 8/17/07	137 days	49%												
76	Deliverable 3 Name	Thu 2/1/07	Mon 7/9/07	108 days	69%												
77	Deliverable 3 Development	Thu 2/1/07	Mon 6/18/07	94 days	80%												
78	Development subtasks	Thu 2/1/07	Mon 6/18/07	94 days	80%												
79	Deliverable 3 Approval Process	Tue 6/19/07	Mon 7/9/07	14 days	0%												
80	State Review of Deliverable	Tue 6/19/07	Mon 7/2/07	10 days	0%												
81	Contractor Cure Period	Tue 7/3/07	Fri 7/6/07	3 days	0%												
82	2.1 Final State Approval of Deliverable 3	Mon 7/9/07	Mon 7/9/07	1 day	0%												
83	Deliverable 4 Name	Tue 5/1/07	Tue 8/14/07	74 days	20%												
84	Deliverable 4 Development	Tue 5/1/07	Wed 7/25/07	60 days	25%												
85	Development subtasks	Tue 5/1/07	Wed 7/25/07	60 days	25%												
86	Deliverable 4 Approval Process	Thu 7/26/07	Tue 8/14/07	14 days	0%												
87	State Review of Deliverable	Thu 7/26/07	Wed 8/8/07	10 days	0%												
88	Contractor Cure Period	Thu 8/9/07	Mon 8/13/07	3 days	0%												

Project: Project Plan Template.mpp Date: Mon 3/7/11	Task		Milestone		Deadline	
	Progress		Summary		Rolled Up Tasks	

Project Plan Instructions:

This is the general format that vendors must follow when constructing their project plan. The project plan must reflect each deliverable and milestone in the specified format. Review periods as specified in the RFP must be built into the project schedule. Serial deliverable review periods must be shown - the best way to do this is to link the "**State Review of Deliverable**" task with the prior deliverable's review task. Each deliverable must be reviewed in the order specified in the plan. State holidays must be coded as non-working time except for tasks not involving state resources.

The project plan deliverable is critical and must properly reflect all tasks, deliverables, milestones, resources, dependencies, dates and review periods. If the state identifies issues with the project plan deliverable, the state will not approve the initial milestone payment or any subsequent deliverable until the plan is corrected and approved.

The project plan deliverable includes the project cost schedule. The project cost schedule summarizes the deliverable and milestone costs and the payment schedule as detailed in the project plan. The projected dates in the cost schedule must reflect the dates in the project plan. Additionally, the cost schedule must be periodically updated to reflect the actual dates of milestone approval.

Vendor expertise in MS Project is mandatory. Vendor is solely responsible for proper construction and maintenance of this plan. The project plan is a living document and must be updated through the life of the project to reflect changes in tasks, dates, staffing, scope, etc. Each version of the project plan after the initial approved deliverable must be archived on state project folders to reflect project changes over time.