

NOVA Adult Career Pathways
Project Plan for [insert title of plan]
Current as of [insert date of last plan update]

Project Summary Statement: [insert a 1-paragraph summary of project]

Target Outcomes – This project seeks to achieve the following primary outcomes or objectives: [insert 2-3 measurable target outcomes/dates below, which should drive all of the planning activities]

- 1.
- 2.

Project Activities, Schedule and Accountabilities

Project Stage [revise sequential stages named below as needed]	Major Activities to Complete	Target Dates	Individual Accountabilities & Notes
Program/Project Development or Design	[insert specific action steps in sequence]	[insert date when each action should be completed]	[insert names of individuals that are accountable for each action step, and add brief note/direction if needed to ensure clarity. Updates on actions completed can be added here, using a different color font.]
Program Marketing			
Action Plans for Program Implementation			
Program Evaluation			
Follow Up			

Planning and Decisions			
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Authorization

By signing below, the senior management sponsor signals approval to move forward in executing the plan, and the project coordinator signals his/her commitment to executing the plan to achieve the target outcomes, and to communicate status and changes in the plan with all project contributors that are named in the above plans.

Name and Title of Project Sponsor

Date

Name and Title of Lead Project Coordinator

Date

[Note, if multiple organizations are involved, project should be authorized by a manager or senior leader in each organization]

Lessons Learned

[use this section as a placeholder to capture lessons learned as you implement the plan, for easy access in evaluation stage – e.g., problems encountered/resolved, success strategies to replicate, important plan changes to remember for next time, additional people to involve, etc.]