

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
OFFICE OF FINANCIAL REVIEW AND SPECIAL PROJECTS

PROJECT ADMINISTRATIVE PLAN OUTLINE

Organization

- Name of Implementing Agency
- Governing body for the Implementing Agency
 - Legal form of Organization (i.e., local government agency, 501(c)(3), etc.)
 - Composition
 - Authority and Responsibilities of the Governing Body
- Office Address
- Office Resources (Office Equipment, Staff, and Contracted Services)

Project Management

- Personnel
 - Job Titles
 - Credentials and Experience
 - Percentage of time devoted to project activities
- Reporting and Authority
- Organizational Chart
- Roles and responsibilities
- Consultants?
- Project Schedules
 - Construction or Production-Attach as Exhibit A
 - Cash Flow-Attach as Exhibit B

Communication

- Scheduled Meetings (Weekly, bi-weekly, etc.)
- Periodic Reporting (Weekly, bi-weekly, etc.)