

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

**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.)