MINIMALLY REQUIRED INFORMATION FOR AN IMPLEMENTATION PLAN
[A SCOPE OF WORK OUTLINE]

YOUR ORGANIZATION:
1. Identify the organization (organizational history and type of organization.)
2. Provide a brief history of services delivered and clients served (for example state how long each project has been in existence).
3. Identify your organization's mission statement (a simple declarative statement that addresses the customer served, the product provided and the benefits accruing).
4. Identify the primary service delivery strategies of your organization (These strategies should be based on the gaps in the marketplace).
5. Identify key staff (the principle staff involved in managing the project and those responsible for completing the specific deliverables of the project).
6. Identify any contractors or other parties to be used (contractors to be engaged if any; key partner organizations supporting the initiative; and any voluntary services required for successful completion of the initiative).
7. Briefly describe the governance system or structure for the organization.

PUBLIC PURPOSE:
1. Describe nature of the project(s) being proposed.
2. Identify why is this project necessary. (this should identify the gaps in the marketplace which the project is attempting to fill; the opportunity to be exploited or the need to be filled).
3. Identify the public purpose of the project (this should identify the results expected, that is how and to what extent does the public benefit from the public expenditures).
4. Identify the expected direct benefit of this project (describe how and to what extent does the customer benefit from the services provided).

YOUR DELIVERABLES [PROGRAMS/SERVICES]:
1. Identify the customers being served (include in this customer segmentation information such as classes, size, maturity, capacity; number of potential clients; physical location and so on).
2. Describe the types of products and/or services to be provided to customers (both location and type of services and/or products to be provided to eligible participants should be listed).
3. Identify the methods used to determine eligibility for the product or service. (identify any cost or charge to participants for these products or services; if the services are available free or at reduced cost to those unable to pay, describe the manner in which the public is notified; if there are different levels of eligibility, such as membership or other affiliation, describe the services provided to each level if they are not identical).
4. Provide a description of the core competencies required if a service or key features if a product (List the essential elements or the key results areas in which success is critical; the core competencies are the basis for project objectives).

5. Describe the methods and procedures used to create the product or deliver the service – for example milestones, major activities and tasks, etc. – and complete the attached worksheet.

6. Identify any unique or one-time projects being undertaken.

Key Result Area or Product

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<th>Key Milestones</th>
<th>Planned Start Date</th>
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YOUR GENERAL ADMINISTRATIVE EFFORTS

1. Describe the manner in which services are advertised or made available to the public. (this should be described in the form of a brief marketing plan).

2. Describe any current cooperative arrangement for services delivery (detail any assistance your organization receives from other agencies to support these products/services).

3. Describe how the organization evaluates its program and services (describe in narrative fashion and complete a service efforts and accomplishments worksheet).

4. Describe the organization’s funding plan (include current and future plans to raise funds for the on-going operations and services).

5. Describe your organization’s fiscal procedures and controls (include in the following: 1) reconciliation of cash accounts; 2) segregation of program income; 3) maintenance of property control records; 4) time and effort certification; and 5) bookkeeping procedures).

BUDGET

1. Provide a narrative description of costs to be incurred and describe the share of cost to be assumed by the department’s grant funds (note: all planned expenditures must be reasonable for the level of activities to be carried out and the results projected to be accomplished.)

2. Complete the separate budget summary and budget detail pages (list source of funds, budget summary and budget detail).

PERFORMANCE INDICATORS

1. Complete a worksheet of service efforts and accomplishments (these are standard areas for which metrics are required and represent minimum expectations).