This Corrective Action Plan should highlight any changes that have been made to the project, focusing on the major outcomes decided upon during the TechStat session, with **owners and due dates explicitly noted**. To ensure that this is an actionable and specific document, it should not exceed 15 pages and should be updated on an ongoing basis.

**Section A: Updated Project Description**

*Describe the project’s goals and benefits. Include any modifications already made or planned to the project’s goals and benefits, including modifications to the scope of the project, from both the business need and technical solution perspectives. Describe how any of the original or new goals will be impacted by implementation of the corrective action plan.*

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**Section B: Challenges and Variances**

*Provide current cost, schedule and performance variance metrics. Describe major challenges to date and causes of cost, schedule or performance variance from the current project baseline (original approved baseline plus any subsequent approved project baseline changes).*

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**Section C: Updated Cost, Schedule and Performance**

*Describe what you are doing differently now and the new schedule. Provide a new schedule that includes updated planned costs and performance goals for key deliverables. Describe how the project baseline has been or will be revised because of implementation of the corrective action plan. Explain how success will be measured, monitored and evaluated throughout all stages of the SDLC. Describe the major user-oriented metrics being tracked to monitor and evaluate ongoing success (adoption, usage rates, customer surveys, etc.).*

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**Section D: Risk Summary**

*Provide a project risk analysis that includes a listing and prioritization of major risks (as discussed during the TechStat session), probability of occurrence, risk impact, and risk mitigation strategy. (Additional, lower priority risks should be discussed elsewhere in an Agency’s Risk Management Plan).*

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**Section E: Acquisition Strategy**

*Describe how the acquisition strategy and/or controls will change based on implementation of the corrective action plan. Specifically, describe the performance controls currently in place for existing contracts and how these controls might support an early warning system that would signal that the project is in trouble. Describe the process by which the early warning system will allow for improvements to take place. Additionally, describe how controls for future contracts will be applied, monitored, or changed to improve performance.*

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**Section F: Governance**

*Describe how the project’s governance and oversight has become or will become more rigorous by implementation of the corrective action plan. Describe how the project’s status will be monitored and how problems will be detected and escalated in the future.*

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**Section G: Project Management**

*Describe how the project’s management has been or will be improved in specific terms such as staffing, qualifications, management practices, tools, etc.*

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