Archdiocese of Boston

(Parish)

Project Plan – Statement of Work

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate which type of project to be done: ( ) New Construction; ( ) Merger of Parishes; ( ) Acquisition of Land;

( ) Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Executive Summary

*This summary includes “the project concept.” Information includes the project name, original estimates, plan revision numbers, points of contact, etc.*

Pastoral Need/Problem

*Identify pastoral need/problem that needs to be solved.*

Description of Work to be Done

*This statement should be short and to the point. It should describe the work to be done in easily understandable language*

Project Objectives

*Provide a brief and concise list of what the project is to accomplish.*

Project Approach

*Describe the strategy to deliver and complete the project successfully. For example, it may describe the stages of the project, the contracting phase, the implementation and evaluation phases, etc. Subsections may be created to present the strategy.*

# Additional Project Requirements

*Provides a detailed listing of project requirements, all other anticipated steps to accomplish the goals of this project*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Requirement | Action  Step | Accountability | Date Completed | Comments/ Clarification |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

# Budget Overview

*The project plan should include a proposed budget draft.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please answer the following questions by marking “Yes” or “No” and provide a brief response as appropriate. | | | | |
| Is this an updated Project Plan? If so, reason for update: | | | Yes | No |
| Budget for project by fiscal year and is project funded? If so, for what amount(s) and period(s) | | | | |
| Budget Amount: | Fiscal Year: | Funded? | Yes | No |
| Budget Amount: | Fiscal Year: | Funded? | Yes | No |
| Budget Amount: | Fiscal Year: | Funded? | Yes | No |
| Change Budget (15%)  (This provides for anticipated costs for change, as needed.) |  |  |  |  |

# Parish Points of Contact

*This list contains the names of all those who are involved in the Implementation Phase of the Project.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Phone** | **E-mail** |
| Steering Committee Members  (The Archdiocesan Board that oversees all parish projects.) |  |  |  |
| Pastor |  |  |  |
| Vicar General |  |  |  |
| Chancellor |  |  |  |
| Vicar Forane |  |  |  |
| Project Manager |  |  |  |
| Project Sponsor |  |  |  |
| Senior Technical Contact |  |  |  |
| Project Team Member |  |  |  |
| Project Team Member |  |  |  |
| Project Team Member |  |  |  |
| Stakeholders |  |  |  |
| Other Stakeholders: |  |  |  |
| Others: |  |  |  |

# Related Information about sub-committees

*Provide this information for each project sub-committee:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Phone** | **E-mail** |
| Committee Name: |  |  |  |
| Chair |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Others |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Phone** | **E-mail** |
| Committee Name: |  |  |  |
| Chair |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Others |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Phone** | **E-mail** |
| Committee Name: |  |  |  |
| Chair |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Others |  |  |  |

# Project Plan Documents Summary

*Check the box for each document included in the project plan. Include for each statement, the individual(s) who must sign off and authorize each statement.*

Project Scope Statement Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Provides a documented description of the project as to its output, approach, and content.*

Project Pastoral Planning Review Statement Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provides a documented review of the project as to its impact on neighboring parishes in the vicariate and collaborative.

* Review expansion plan with Pastoral Planning Office
  + Determine parish needs for a new site including a review of the sacramental statistics of the parish and surrounding parishes.
  + Review of parishes in surrounding areas- is there a need for a merger or can the parish support this on their own? Should there be a collaborative effort?
  + Determine if requested church, rectory size is adequate for this area, surrounding areas. Should living quarters be shared with nearby parishes? Determine needs, if applicable, for a parish hall.
  + Review of the proposed location
    - Proximity to other Archdiocesan parishes
    - Location to major access routes
  + Receives sign-off from the Director of Pastoral Planning

Critical Success Factors Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Provides the project team, and management, with project critical success factors (objectives) that all members of the team understand, accept, and are committed to.*

Work Breakdown Structure Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Describes a deliverable-oriented grouping of project elements which organize and define the total scope of the project.*

Organizational Breakdown Structure Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Provides an organization chart that defines the communications channels, responsibilities, and the authority of each participating person/group.*

Cost Benefit Analysis Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Provides the project team with information to make a balanced decision about the costs and benefits, or value, of various economic choices.*

Resource Plan Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Describes the major resources needed to proceed with the execution of the project.*

Project Schedule Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Provides the project schedule using a Gantt chart. The schedule must include milestones, task dependencies, task duration, work product delivery dates, quality milestones, configuration management milestones, and action items.*

Issues Register

*This document contains a list of all the issues that emerge during the course of the project and details how the issue was analyzed and resolved. It lists who resolved and decided the issue.*

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| --- | --- | --- | --- |
| Issues | Analysis and Resolution | Date Resolved | Who Resolved? |
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Change Management log

*This log keeps a record of how the project is changing, when and who authorized the change.*

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| --- | --- | --- | --- | --- |
| *Requested Change* | *Date* | *Impact of the Change on the Over-all project* | *Person authorizing the change* | *Comments* |
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Risk Analysis Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Provides a description of all risks identified for the project and a plan to integrate risk management throughout the project.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Probability  (1-5) | Severity  (1-5) | Score  (PxS) | Action to Prevent or Manage Risk |
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Purchasing Plan Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Identifies those needs for the project which can be met by purchasing products or services from outside of the parish.*

Quality Plan Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Provides a Quality Plan that defines the person(s) responsible for project quality assurance, procedures used and resources required to conduct quality assurance. What is the deliverable and who should sign off?*

Communications Plan Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Defines the information needs of the project stakeholder, and the project team by documenting what, when, and how the information will be distributed. This plan should indicate dates for review, analysis, sign off and approvals.*

Project Budget Estimate Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Describes cost and budget considerations including an overview, additional resource requirements, and estimated cost at completion.*

Project Planning Transition Checklist Date submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The Project Planning Transition Checklist ensures that planning activities have been finished, reviewed, and signed off so that the project may move into the Execution Phase.*

# Signatures

*The signatures of the people below relay an understanding of the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Project Plan.*

|  |  |  |
| --- | --- | --- |
| Name/Title | Signature | Date |
| Pastor |  |  |
| Vicar Forane |  |  |
| Director of Pastoral planning |  |  |
| Appropriate Department |  |  |
| Project Manager |  |  |