

ATTACHMENT D: PROJECT WORKPLAN TEMPLATE

Applicants should describe the anticipated timeline and key project tasks using the format below, adding a line to the table for each Milestone or Task. Required milestones are already listed in the table below – please do not delete them. List additional milestones as needed. Suggested milestones should reflect all significant project activities. This Workplan should also reflect sufficient milestones to track continued progress of the project. Additional milestones could include, for example, Planning Complete, Design Complete, Approval or Permits Obtained, and Equipment/Materials Purchased.

Projected Timeline (start – end)	Key Task or Milestone	Responsible Party(ies)	Estimated Grant Expenditure for Milestone	Estimated Cost Share for Milestone
	Kickoff Meeting			
Ongoing	Quarterly Project Reporting			
Ongoing	Annual Project Reporting			
	Final Community Engagement Plan			
	Final Job Creation and Training Plan			
	Construction/Installation Started			
	Construction/Installation 50% Complete			
	Presentation to MassCEC and other interested stakeholders describing project background, lessons learned, and anticipated benefits			
	Demonstration/Results of Community Engagement Plan activities			
	Demonstration/Results of Job Creation and Training Plan activities			
	Construction/Installation Complete			
	Final Project Report			
	<i>List additional deliverables as needed.</i>			

Description of Deliverables

A description of possible deliverables associated with each milestone is provided below. Please note that these deliverables would be due at agreed-upon dates throughout the contract between the Subawardee and MassCEC. Applicants should not submit any of the following deliverables as part of the application – the descriptions of possible deliverables are provided for reference and planning purposes only. Please note that required deliverables are subject to change upon final contracting at MassCEC's discretion.

Kickoff Meeting

- Meeting with MassCEC staff to discuss the project and any anticipated challenges.

Quarterly Project Reporting

- Quarterly Project Report (QPR) will be due 10 days following the end of each federal fiscal quarter (due dates are January 10, April 10, July 10, and October 10).
- See Attachment I – Quarterly Progress Report Template for more information regarding the QPR.

Annual Project Reporting

- Annual Project Report will be due 10 days following the end of each federal fiscal year (October 10).
- See Attachment J – Annual Reporting Template for more information regarding this reporting requirement.

Final Community Engagement Plan – Plan is to be based on Community Engagement Activities and Events proposed in Attachment F (Proposed Project Metrics) of the Application. Plan may include:

- Description of overall strategy for community engagement throughout the project planning, construction, and ongoing implementation of the project
- Title, date, and location of each planned community engagement activity or event
- Type and degree of engagement (as defined in Attachment F in the application)
- Name of any Community Based Organizations or other third-party organizations involved in the activity or event and a description of their involvement
- Number of anticipated participants
- Anticipated outcomes of events
- Description of any compensation or assistance (e.g., childcare) provided to participants to allow for meaningful engagement.

Final Job Creation and Training Plan – Plan will be based on Job Creation and Training Activities proposed in Attachments C (Project Narrative) and Attachment F (Proposed Project Metrics) of the Application. Plan may include:

- Description of overall strategy for job creation and training
- Strategy to attract, train, and retain an appropriately skilled workforce, including:
 - o Any plans to hire or train workers from DACs, EICs, and/or local project communities
 - o Anticipated increase in jobs (in job-years) resulting from the project, specifying whether the increase in job-years is temporary (e.g., related to construction/project development), or represents permanent positions created by the project
- List of partnerships related to Job Creation and Training that Applicant plans to leverage
- Title, date, and location of each planned Job Creation and Training Activity, or estimated schedule of Activities. Job Creating and Training Activities may include, but are not limited to, job training or apprenticeship programs that the Project will support.
- Anticipated number of participants involved in each Job Creation and Training Activity
- Summary of anticipated outcomes of Job Creation and Training Activities and method of tracking and measuring progress toward these outcomes.

Construction/Installation Started

- Documentation sufficient to show commencement of the project.
- Subawardees will be asked to suggest deliverables sufficient to show commencement of the project. Deliverables may include invoices, contracts, photos, site visit, or other documents.

Construction/Installation 50% Complete

- Documentation sufficient to show 50% completion of the project.
- Subawardees will be asked to suggest deliverables sufficient to show 50% completion of the project. Deliverables may include invoices, contracts, photos, site visit, or other documents.

Presentation to MassCEC

- Presentation to MassCEC and other interested stakeholders describing project background, lessons learned, and anticipated benefits.

Demonstration/Results of Community Engagement

- Documentation of each Community Engagement Activity. Possible deliverables documenting Community Engagement could include:
 - o Brief report discussing goals of Community Engagement Activity, agenda and minutes, number of participants in attendance, assessment of outcomes (specifying how the event contributed to overall Community Engagement outcomes), and a summary of next steps (including any takeaways that will influence the Project)
 - o Photographs of event

Demonstration/Results of Job Creation and Training

- Documentation of Job Creation and Training activities. Possible deliverables documenting Job Creation and Training could include:

Commented [SC1]: Is an "effort" different from an "activity"? If so, perhaps we need to explain; if not, should use either "effort" or "activity" consistently here and above

Commented [CM2R1]: Not different - we had discussed that "activity" was confusing so I was trying to think of a less confusing term. I will pick something and be consistent

- Brief report discussing goals of Job Creation and Training activity, number of participants in attendance, and an assessment of outcomes (specifying how the effort contributed to overall Job Creation and Training outcomes)
- Copy of any materials distributed or summary of curriculum/activity materials
- Photographs of program/effort

Construction/Installation Complete

- Documentation sufficient to show completion of the project.
- Subawardees will be asked to suggest deliverables sufficient to show completion of the project. Deliverables may include invoices, contracts, photos, site visit, or other documents.

Final Project Report

- Final report including a summary of project outcomes, recommendations for increasing commercial success for future projects, success/failure as measured against intended project objectives, barriers encountered at the different stages, recommendations to overcome these barriers, and project benefits.