

Innovative Finance and Asset Concession (IFAC) Grant Program

Project Management Plan (PMP) Template

Document Instructions & Purpose:

This template defines the minimum programmatic elements required to describe your project scope, advisors, milestones, and risk management plan under the IFAC Cooperative Agreement. All specific, customized project data must be entered in the designated bracketed placeholder fields [like this]. Grantees may append supplementary local exhibits or details as needed. The final quantitative schedule and budget must link and reconcile with your completed PMPTemplate_V2.xlsx' workbook.

1. General Project Administrative Metadata

- **Project Title:** [Click or tap here to enter text, e.g., Apple Street Corridor Study]
- **FAIN:** [Click or tap here to enter Federal Award Identification Number]

Project Points of Contact (POCs)

Identify the designated project managers and technical leads responsible for administering the IFAC grant on behalf of the recipient agency.

Name	Title	Email	Phone	Project Role
[Primary Contact Name]	[Recipient POC Title]	[poc.name@recipientagency.gov]	[555-555-5555]	[e.g., Recipient Project Manager]
[Secondary Contact Name]	[Technical Lead Title]	[tech.poc@recipientagency.gov]	[555-555-5555]	[e.g., Resident Engineer / Advisor]

2. Scope of Work and Project SOW Elements

- **Detailed SOW Description:** [Provide 3 or 4 comprehensive sentences describing the scope of project work. This should summarize your technical approaches, intended corridor feasibility scans, procurement efforts, stakeholder consultation strategies, and the public-interest protections to be evaluated.]

List of Physical Infrastructure Assets Being Analyzed

Enumerate all existing transportation facilities, or properties subject to evaluation for potential innovative financing or asset concessions.

Asset Name & Description	Project Status Relative to Initial Application
<i>[e.g., Oak Street Bridge / Corridor Segment Mile 12 to 14]</i>	<i>[Select: Added / Removed / Unchanged]</i>
<i>[e.g., Municipal Parking Garage & Transit Center on Main St.]</i>	<i>[Select: Added / Removed / Unchanged]</i>

List of Recipient-Contracted Advisors (Technical, Legal, Financial)

Identify all expert services and professional advisory firms planned or procured to assist with corridor analysis, contract structuring, value-for-money studies, or project delivery.

Advisor / Consulting Firm	Date RFP Approved by BAB	Date Contract Approved by BAB
<i>[e.g., Financial Advisory Services Consultant]</i>	<i>[YYYY-MM-DD]</i>	<i>[YYYY-MM-DD]</i>
<i>[e.g., Specialized Legal & structuring Counsel]</i>	<i>[YYYY-MM-DD]</i>	<i>[YYYY-MM-DD]</i>

3. Milestones, Schedule, and Budgetary Control

- **Schedule of SOW Milestones:** Grantees are required to identify major project milestones, outline underlying procurement or study tasks, and specify start/due dates.
- **Grant Cost Estimates:** Each milestone and task row must detail expected expenditures split by funding source (IFAC Grant vs. Cost-Share Match).
- **Spreadsheet Reference Link:** The complete quantitative timeline, dynamic quarterly Gantt Chart, and standard budget object class (2 CFR 200) summaries are housed in the companion file: **PWPTemplate_V2.xlsx**. Please reference the Excel workbook for detailed financial and SOW scheduling audits.

4. Project Risk Management Plan & Controls

- **Establish Risk Registry:** Grantees must maintain a risk registry identifying operational, legal, financial, or political threats that could impede project execution.

- **Risk Parameters:** For each risk, the assessment must categorize Likelihood, Impact, Response Strategy (Avoid / Mitigate / Transfer / Accept), Response Actions, and assign a responsible owner.
- **Spreadsheet Reference Link:** The interactive, dropdown-validated Risk Registry is located on Sheet 3 of the companion file: [PWPTemplate_V2.xlsx](#). Grantees must use the spreadsheet to catalog and monitor threats throughout the grant lifecycle.

5. Project Work Plan (PWP) Document Change Log

Track all formal revisions, updates, and amendments made to the Project Work Plan throughout its lifecycle. Any changes to key scope, timeline, or personnel elements require Department of Transportation approval.

Change Date	Version	Changed By	Summary of Updates	Approved By
[YYYY-MM-DD]	[v1.0]	[Recipient Name / Role]	[Creation and compilation of initial project work plan (PWP)]	[USDOT GMS / GPM Name]
[YYYY-MM-DD]	[v1.1]	[Recipient Name / Role]	[Description of subsequent schedule, scope, or advisory modifications]	[USDOT GMS / GPM Name]