



Planning & Development Final Project Plan Template

1. Executive Summary

- Brief overview of the project

2. Project Goals and Objectives

- Detailed description of the project goals
- Specific, measurable, achievable, relevant objectives

3. Alignment with Arts in California Parks, Grants Program Goals

- Explanation of how the project supports the overarching goals of the Arts in California Parks program.
- Discuss the project's contribution to the arts and community engagement within California local parks.

5. Partner Roles and Responsibilities

- Detailed list of all project partners and stakeholders
- Description of each partner's roles, responsibilities, and contributions to the project

6. Project Scope and Budget

- Comprehensive outline of the project scope, including all activities and initiatives
- Itemized budget, detailing expenses such as materials, labor, marketing, and other costs

7. Milestones and Deliverables

- Timeline of major project milestones and their completion dates
- Description of each deliverable, including what will be delivered, when, and by whom



Planning & Development Final Project Plan Template cont.

8. Implementation Timeline

- Detailed schedule of the project's phases and activities
- Start and end dates for each phase, aligning with the project's milestones and deliverables

9. Risk Management and Mitigation Strategies

- Identification of the potential risks and challenges to the project
- Strategies and actions taken to mitigate these risks

10. Monitoring and Evaluation Plan

- Methods and frequency of monitoring project progress
- Evaluation techniques to assess the achievement of project goals and objectives

11. Conclusion

- Summary of the project's significance and expected impact
- Final remarks

12. Appendices

- Supporting documents, such as detailed budgets, timelines, partner agreements, etc.

**Final template to be provided to Arts in California Parks, Grants Program, Planning and Development grantees.*

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