



Project Management Graphic Organizer

Project Management Graphic Organizer



Includes:

- Project Management Map
- Program Management Tasks, With Inputs and Outputs





Project Management Graphic Organizer

Project Management Map

Process Groups	Initiating	Planning	Executing	Monitoring and Controlling	Closing
Knowledge Areas	Knowing Your Grant	Designing Your Program	Implementing Your Plan	Quality Control and Compliance	Continuing Your Program
Integration Management	3.6 Set or adjust your vision and mission statements.	10.1 Finalize your project plan. 10.2 Finalize and publish your policies and procedures guide.	Execute your project plan and disseminate your policies and procedures guide.	Monitor and control the program. Ongoing continuous improvement.	12.3 Define plans for next year.
Scope Management	3.1 Capture school-level data. 3.2 Capture student-level data. 3.3 Capture student voice data. 3.4 Write needs assessment statements.	8.1 Develop intentional design process for developing activities.	Execute your activity design plan.	Validate scope — are you meeting the needs as stated? Are your activities being implemented with fidelity?	
Time Management		10.2 Develop your timeline.		Control deadlines.	
Cost and Procurement Management		5.1 Launch the budget. 5.2 Develop your sustainability plan.	Execute your fiscal plan, including all site budgets.	Control costs and monitor drawdown.	12.2 Close out your annual fiscal plan.
Quality Management	3.5 Write program SMART goals.	6.1 Identify the data points you need to capture. 6.2 Develop or secure data tracking tools. 11.4 Develop your evaluation plan.	Execute your data plan, including data collection calendars and reporting documents.	Control compliance to annual reporting and continuous improvement. Implement a site observation schedule. Implement staff reporting schedule.	12.1 Review, reflect and report.
Human Resource Management	2.1 Identify and recruit lead staff.	7.1 Identify your staffing roles. 7.2 Develop job descriptions. 7.3 Recruit staff.	Execute your human resources plan.	Monitor staff performance.	



This resource is in the public domain. Authorization to reproduce it in whole or part is granted. This resource was funded by the U.S. Department of Education in 2018 under contract number ED-ESE-14-D-0008. The views expressed here are not necessarily those of the Department. Learn more about professional development planning and 21st CCLC learning at <https://y4y.ed.gov>.





Project Management Graphic Organizer

Process Groups / Knowledge Areas	Initiating Knowing Your Grant	Planning Designing Your Program	Executing Implementing Your Plan	Monitoring and Controlling Quality Control and Compliance	Closing Continuing Your Program
Communications Management		10.1 Develop internal communications plan. 10.2 Develop external communications plan.	Execute your communications and outreach plan.	Control communications.	
Risk Management		5.3 Develop your fiscal and procurement policies and procedures. 6.3 Develop your data management policies and procedures. 7.4 Develop your human resources policies and procedures. 8.2 Develop your intentional design policies and procedures. 9.2 Develop your student recruitment policies and procedures. 10.4 Develop your communications and outreach policies and procedures.	Execute your policies and procedures. Make sure staff who collect and enter data are trained on federal regulations for reporting student data.	Control risks by ensuring policies and procedures are followed.	
Procurement Management			Execute policies and procedures related to procurement.		
Stakeholder Management	2.2 Build your program team. 3.7 Identify your assets.	9.1 Set your enrollment goals and develop your recruitment plan. 10.3 Develop an outreach plan.	Execute your student and family recruitment plan.	Monitor and control enrollment for compliance.	



This resource is in the public domain. Authorization to reproduce it in whole or part is granted. This resource was funded by the U.S. Department of Education in 2018 under contract number ED-ESE-14-D-0008. The views expressed here are not necessarily those of the Department. Learn more about professional development planning and 21st CCLC learning at <https://y4y.ed.gov>.





Project Management Graphic Organizer

Program Management Tasks, With Inputs and Outputs

Tasks	Inputs	Outputs
Initiating		
Know your grant proposal.	<ol style="list-style-type: none"> 1. Negotiated 21st CCLC proposal 2. Notice of Grant Award 3. Partnership agreements 4. Approved budget 	<ul style="list-style-type: none"> • Program operations plan drafted in Project Planner
Identify your stakeholders.	<ol style="list-style-type: none"> 1. 21st CCLC proposal 2. Partnership agreements 3. School-day memorandum of understanding 	<ul style="list-style-type: none"> • Program planning team assembled • Stakeholder interest surveys developed and administered • Lead staff in place
Define your program.	<ol style="list-style-type: none"> 1. Data to conduct needs assessment: community demographics and assets, school needs, student needs, results of stakeholder interest surveys 2. Organization’s vision and mission statements 3. Partnership agreements 4. Program planning team input 	<ul style="list-style-type: none"> • Needs assessment statements compiled • Program SMART goals developed • Program vision and mission statements developed • Asset map created
Planning		
Begin developing your program plan.	<ol style="list-style-type: none"> 1. 21st CCLC proposal 2. Local, state and federal requirements and guidelines 3. Program operations plan 4. Individual process plans (fiscal, data, human resource, etc.) 5. Partnership agreements 6. Needs assessment data 7. Program SMART goals 	<ul style="list-style-type: none"> • Logic model drafted • Fiscal management plan drafted • Data management plan drafted • Human resources plan drafted • Intentional design of activities plan drafted • Student and family recruitment plan drafted • Communications and outreach plan drafted • Quality assurance plan drafted
Develop your fiscal plan.	<ol style="list-style-type: none"> 1. Approved budget 2. Resource estimates 3. Partner and vendor agreements 4. In-kind contributions 	<ul style="list-style-type: none"> • Fiscal policies and procedures drafted • Sustainability plan drafted • Activity cost analyses conducted • Site-level budgets planned



This resource is in the public domain. Authorization to reproduce it in whole or part is granted. This resource was funded by the U.S. Department of Education in 2018 under contract number ED-ESE-14-D-0008. The views expressed here are not necessarily those of the Department. Learn more about professional development planning and 21st CCLC learning at <https://y4y.ed.gov>.





Project Management Graphic Organizer

	<ol style="list-style-type: none"> 5. Program operations plan 6. Activity cost estimates 	<ul style="list-style-type: none"> • Procurement plan drafted • Inventory process defined • Fiscal reporting schedule defined
Develop your data management plan.	<ol style="list-style-type: none"> 1. Local, state and federal data requirements 2. Local, state, federal requirements 3. Data management system 	<ul style="list-style-type: none"> • Data policies and procedures drafted • Data collection and reporting schedule defined
Develop your human resources plan.	<ol style="list-style-type: none"> 1. Program operations plan 2. Logic model 3. Program and site budgets 4. Program staffing requirements 5. Site schedules 6. Site activity descriptions 	<ul style="list-style-type: none"> • Human resources policies and procedures drafted • Job descriptions drafted • Organizational chart drafted • Professional learning schedule drafted • Staff handbook drafted
Develop your intentional activity design plan.	<ol style="list-style-type: none"> 1. Needs assessment data (student-level data and interest surveys) 2. Program SMART goals 	<ul style="list-style-type: none"> • Activity planning policies and procedures in place • Mapping needs to activities process defined • Activity SMART goals developed • Lesson plans developed • Site activity schedules developed
Develop your student and family recruitment plan.	<ol style="list-style-type: none"> 1. Local, state and federal requirements and guidance 2. Needs assessment results 3. Program goals 	<ul style="list-style-type: none"> • Student and family recruitment policies and procedures defined • Family and student handbook developed • Registration forms developed • Release forms (photo, field trip, data) developed
Develop your communications and outreach plan.	<ol style="list-style-type: none"> 1. Local, state and federal requirements and guidance 2. Needs assessment results 3. Program schedules 4. Program description 5. Program planning team input 	<ul style="list-style-type: none"> • Communications and outreach policies and procedures defined • Baseline stakeholder satisfaction surveys developed • Outreach materials developed • Communication tools defined
Develop your quality assurance plan.	<ol style="list-style-type: none"> 1. Local, state and federal requirements 2. Data management plan 	<ul style="list-style-type: none"> • Final program plan in place • Program timeline





Project Management Graphic Organizer

		<ul style="list-style-type: none"> • Policies and procedures guidebook complete • Continuous improvement process in place • Quality measurement tools in place • Independent evaluation plan
Define risks.	<ol style="list-style-type: none"> 1. SWOT analysis 2. Policies and procedures guidebook 	<ul style="list-style-type: none"> • Ongoing risk monitoring and management
Executing		
Direct and manage the program plan.	<ol style="list-style-type: none"> 1. Completed project plan 	<ul style="list-style-type: none"> • Ongoing monitoring of deliverables • Amendments made as needed • Implementation of program operations plan
Execute the fiscal management plan.	<ol style="list-style-type: none"> 1. Fiscal policies and procedures 2. Sustainability plan 3. Activity cost analyses 4. Site level budgets 5. Procurement plan 6. Inventory process 7. Fiscal reporting schedule 	<ul style="list-style-type: none"> • Sustainability plan implemented • Ongoing tracking of expenditures • Contracts with vendors in place • Inventory tracking implemented • Ongoing fiscal reporting
Execute the data management plan.	<ol style="list-style-type: none"> 1. Data management plan 2. Data policies and procedures 3. Data collection and reporting schedule 	<ul style="list-style-type: none"> • Ongoing data collection in place: enrollment, daily attendance, semester behavior, grades, pre- and postsession assessments, activity dosage, activity attendance, project performance measures • Data reporting on schedule
Execute the human resources plan.	<ol style="list-style-type: none"> 1. Human resourcing policies and procedures 2. Job descriptions 3. Org chart 4. Professional learning plans 5. Staff Handbook 6. Staff evaluation forms 7. Staff evaluation schedule 	<ul style="list-style-type: none"> • Staff hired • Staff training activities on schedule





Project Management Graphic Organizer

Execute the intentional design of activities plan.	<ol style="list-style-type: none"> 1. Activity planning policies and procedures 2. Planning worksheet 3. Site operation plan 	<ul style="list-style-type: none"> • Activity descriptions created • Lesson plans created • Site activity schedules in place
Execute the student and family recruitment plan.	<ol style="list-style-type: none"> 1. Student and family recruitment policies and procedures 2. Family and student handbook 	<ul style="list-style-type: none"> • Recruitment events planned and conducted • Met with prospective families • Enrolled students using registration documents • Release forms collected: photo, field trips, data • Family engagement calendar disseminated • Program outreach materials disseminated
Execute the communications and outreach plan.	<ol style="list-style-type: none"> 1. Communications and outreach policies and procedures 2. Stakeholder surveys 3. Outreach materials 4. Communication tools 	<ul style="list-style-type: none"> • Stakeholder interest survey responses collected • Social media pages created • Stakeholder communication plans implemented (principal, teachers, family, community)
Execute the quality assurance plan.	<ol style="list-style-type: none"> 1. Quality assurance policies and procedures 2. Policies and procedures handbook 3. Continuous improvement process 4. Quality measurement tools 5. Independent evaluation plan 	<ul style="list-style-type: none"> • Policies and procedures handbook disseminated • Program and activity observations conducted on schedule • Staff observations conducted on schedule
Manage risks.	<ol style="list-style-type: none"> 1. Risk management policies and procedures 	<ul style="list-style-type: none"> • Health and safety risk plans disseminated to staff





Project Management Graphic Organizer

Monitoring and Controlling		
Monitor and control program plan.	<ol style="list-style-type: none"> 1. Completed project plan 2. Logic model 3. Program operations plan 	<ul style="list-style-type: none"> • Logic models validated • Amendments considered
Monitor and control the fiscal management plan.	<ol style="list-style-type: none"> 1. Fiscal policies and procedures 2. Sustainability plan 3. Activity cost analyses 4. Site level budgets 5. Procurement plan 6. Inventory process 7. Fiscal reporting schedule 	<ul style="list-style-type: none"> • Ongoing monitoring of expenditures <ul style="list-style-type: none"> ○ Monthly tracking review (payroll supplies, contractual) ○ Monthly budget reconciliation • Regular budget forecasts prepared • Budget amended when needed
Monitor and control the data management plan.	<ol style="list-style-type: none"> 1. Data policies and procedures 2. Data collection and reporting schedule 	<ul style="list-style-type: none"> • Ongoing review of data: enrollment, daily attendance, semester behavior, grades, pre- and postsession assessments, activity dosage, activity attendance, program performance measures • Data reported to stakeholders, funding agency and evaluator
Monitor and control the human resources plan.	<ol style="list-style-type: none"> 1. Human resources policies and procedures 2. Job descriptions 3. Organizational chart 4. Professional learning plans 5. Staff handbook 6. Staff evaluation forms 7. Staff evaluation schedule 	<ul style="list-style-type: none"> • Staff evaluations conducted • Corrective guidance delivered as needed • Vendor performance evaluations conducted • Time and effort reports on schedule
Monitor and control the intentional design of activities plan.	<ol style="list-style-type: none"> 1. Activity planning policies and procedures 2. Planning worksheet 3. Site operations plans 	<ul style="list-style-type: none"> • Feedback and recommendations provided to site leaders





Project Management Graphic Organizer

Monitor and control the student and family recruitment plan.	<ol style="list-style-type: none"> 1. Student and family recruitment policies and procedures 2. Family and student handbook 	<ul style="list-style-type: none"> • Enrollment reports and feedback provided to site leaders
Monitor and control the communications and outreach plan.	<ol style="list-style-type: none"> 1. Communications and outreach policies and procedures 2. Stakeholder surveys 3. Outreach materials 4. Communication tools 	<ul style="list-style-type: none"> • Postsession stakeholder satisfaction surveys completed and analyzed • Social media analytics obtained and employed
Monitor and control the quality assurance plan.	<ol style="list-style-type: none"> 1. Quality assurance policies and procedures 2. Policies and procedures handbook 3. Continuous Improvement process 4. Quality measurement tools 5. Independent evaluation plan 	<ul style="list-style-type: none"> • Continuous improvement process reports • Stakeholder feedback reports • Activity reports • Enrollment reports • Performance reports • Attendance reports • Staff evaluation reports • Budget reports
Closing		
Close the project plan.	<ol style="list-style-type: none"> 1. Project management plan 2. Logic model 3. Program operations plan 	<ul style="list-style-type: none"> • Evaluation report completed and delivered
Close the fiscal management plan.	<ol style="list-style-type: none"> 1. Fiscal policies and procedures 2. Sustainability plan 	<ul style="list-style-type: none"> • Current year budget closed out • Procurement contracts closed out • Sustainability plan implemented
Close the data management plan.	<ol style="list-style-type: none"> 3. Data policies and procedures 4. Data collection and reporting schedule 	<ul style="list-style-type: none"> • Final annual report completed

