



&lt;Project Name&gt;

**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 \_\_\_\_\_.

**A 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.*

&lt;Project Name&gt;

**B 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.					

**C 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:			<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Budget Amount:	Fiscal Year:	Funded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Budget Amount:	Fiscal Year:	Funded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Change Budget (15%) (This provides for anticipated costs for change, as needed.)				

**D 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			