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| **Project Name** | Youth Transitions Expansion |
| **Sponsor(s)** | Child Welfare Deputy Director of Program: |
| **Project Lead** | Interim Youth Transitions Program Manager: |
| **Project Manager** | Project Manager: |
| **Problem statement** |  |
| **Project Purpose/Goals** |  |
| **Expected outcomes / Deliverables** |  |
| **Scope / Requirements** | This project must include:  It does not include: |
| **Approach** | The project team will utilize |
| **Timeline** | List of milestones and estimated completion date – Dates are TBD: ***All Dates are subject to change and dependent Executive approval for implementation.***   |  |  |  | | --- | --- | --- | | **Milestone** | **Start date** | **Estimated Completion date** | | Project/Scope Approval |  |  | | Approval for implementation from ELT |  |  | | Definition of marketing campaign |  |  | | Approval of marketing campaign from ELT |  |  | | Implementation of marketing campaign |  |  | | Updates to OR-Kids System Codes |  |  | | Contract amendment completed |  |  | | Tracking mechanism updated for accuracy |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **Roles & Responsibilities** | |  |  |  |  | | --- | --- | --- | --- | | **Role** | **Name** | **Description** | **Title** | | Sponsor |  |  |  | | Lead |  |  |  | | Subject Matter Expert and Operations |  |  |  | | Contract Administer |  |  |  | | OR-Kids IT System Business Analyst |  |  |  | | Communications, and Marketing |  |  |  | | Grant Accountant |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **Funding** |  |
| **Staff Resources** | Supported through internal and external resources (ODHS, OSAC, OFYC, and FosterClub) |
| **Assumptions, constraints, and risks** | Assumptions:   * Project is approved by Executive Leadership.   Constraints:   * Limited time to utilize and distribute funds may impact accuracy and outcomes of the project. * Limited   Risks:   * Eligible populations who are historically underserved by the Youth Transitions program often present a challenge for direct communications. Therefore, delays in executing the project and marketing plan could cause young people further stress, mental health issues, financial burdens and homelessness. |
| **Sponsor Approval Signatures** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |
| **Amendments to Charter** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Version** | **Date** | **Author** | **Approved by** | **Update Description** | | 1 |  |  |  | * DRAFT | | 2 |  |  |  | * DRAFT | |  |  |  |  |  | |  |  |  |  |  | |