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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.***

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| **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  |  |  |
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| **Roles & Responsibilities** |

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| **Role** | **Name** | **Description**  | **Title**  |
| Sponsor |  |  |  |
| Lead |  |  |  |
| Subject Matter Expert and Operations |  |  |  |
| Contract Administer  |  |  |  |
| OR-Kids IT System Business Analyst |  |  |  |
| Communications, and Marketing |  |  |  |
| Grant Accountant  |  |  |  |
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| **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.
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| **Sponsor Approval Signatures** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Date |
| **Amendments to Charter** |

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| **Version** | **Date** | **Author** | **Approved by** | **Update Description** |
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