|  |
| --- |
| 1. General Project Information |
| **Project Name:**  | Mallett Drive-Route One South Transformations | **Date:** | MM/DD/YYYY |
| **Project Lead:**  | Liz McDonald, Complete Streets Committee | **Committee Name** | Complete Streets |
| **Project Facilitator:**  | Adam Bliss, Town Engineer | **Target Project End Date** | MM/DD/YYYY |

| 2. Project Team Members and Stakeholders |
| --- |
| Name | **Committee / Group** | **Role** | **Telephone** | **E-mail** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| 3. Project Elements |
| --- |
| 1. **Project Purpose / Goals / Impact**
 |
|  |
| 1. **Deliverables** *Briefly list the items needed to support and advance the project (e.g., study, report, mapping, costs, etc.)*
 |
|  |
| 1. **Scope** *List what the project will and will not address (include both in-scope and out-of-scope items)*
 |
| **In-scope:** **Out-of-scope:**  |
| 1. **Project Milestones** *Propose start and end dates for Project Phases (e.g., Kick-off, Planning, Design, Construction, Delivery) and other significant milestones*
 |
|  |
| 1. **Budget** *List what resources are needed in the short term (through 6/30/2024) and what might be needed in the long term.*
 |
|  |

| 4. Endorsement |
| --- |
|  |
|  | Name | Signature | Date |
| Project Lead |  |  |  |
| Project Facilitator |  |  |  |
| Town Manager / Town Staff |  |  |  |