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| 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** |
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| 3. Project Elements |
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| 1. **Project Purpose / Goals / Impact** |
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| 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.* |
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| 4. Endorsement | | | |
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|  | Name | Signature | Date |
| Project Lead |  |  |  |
| Project Facilitator |  |  |  |
| Town Manager / Town Staff |  |  |  |