**Project Management Plan**

|  |  |
| --- | --- |
| **Topic** |  |

 **Investigation Tasks Target Date Actual Date**

|  |  |  |
| --- | --- | --- |
| Set release date for report |  |  |
| Determine objectives, assign roles, create report logic matrix, open file |  |  |
| Research entity, CGJA, and other websites and previous GJ reports |  |  |
| Interview complainant or official in charge of dept or function |  |  |
| Complete initial round of interviews  |  |  |
| Review documents obtained from entity and interviewees  |  |  |
| Conduct site visits and attend public meetings as appropriate  |  |  |
| Review results of investigation with committee and full jury |  |  |
| **Report Tasks**  |  |  |
| Consult with legal advisor about contents of report  |  |  |
| Write, review, and modify report drafts |  |  |
| Submit drafts of report to editorial committee and revise as needed |  |  |
| Have full jury review one or more drafts and give input  |  |  |
| Conduct additional investigation, revise and edit report as needed |  |  |
| Full jury reviews near-final draft, gives input; committee revises report  |  |  |
| Full jury approves submission to legal advisor for review |  |  |
| Conduct exit interview(s); investigate further as needed |  |  |
| Revise report and get legal input as needed |  |  |
| Full jury reviews/approves report by supermajority; submit to judge |  |  |
| Provide report to each entity that must respond to recommendations  |  |  |
| Post on website and release to media two working days after delivery |  |  |

**Name, Title, Position of Interviewees Target Date Actual Date**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**Documents Sought; Site Visits Target Date Actual Date**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |