

Project Execution Plan



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Select the year the Pilot Project was awarded

- Select -

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PI Name

Affiliation (i.e. Institution)

Project Title

Purpose:

Please provide a short description and rationale for the project, written for a lay audience.

What are the specific aims or objectives of your proposal?

Research Team:

The Research team is responsible for execution of the project.
The Research team should include a principal investigator(s), co-investigators, key personnel, and other members. List and describe the research team here, and define the roles and responsibilities of each member. Click [here](#) for the list of Center Members to include in your research team list.. **Add one per line**

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Project Objectives/Scope:

At the end of the project, what do we expect the results of this project to look like?

Specific, Measurable, Actionable, Realistic and Time bound.
Use the *Objectives* above to create concrete large tasks that need to be completed. The scope items will be further broken into work breakdown structure to be assigned to the individuals in this project

Scope Exclusions and Limits:

Describe what this project will not deliver and not within its scope.

Deliverables:

Deliverables:
List any items that the project will produce besides the items listed in Project Scope. These are tangible items such as a new website, an informational brochure, publications, infographics, guidelines, documentation, etc.

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Center Resources Needed:

Center Resources Needed: (enter N/A if not applicable)
Visit the core web pages below and list the resources you are interested in.

Resources Available	Resources Needed
Chemical Exposures Core (CXC)	
Integrated Health Sciences Facility Core (IHSFC)	
Zebrafish Biomedical Research Core (ZBR)	
Community Engagement Core (CEC)	

Other Resources Needed:

Please list other resources that you need to access. This could be external resources not within the center. For example, Center for Genome Research and Biocomputing(CGRB), Lab Animal Resource Center, Oregon Clinical Translational Research Institute (OCTRI).

Data Sharing Plan:

Data Sharing Plan:

Include details about data access, software, storage, etc. Please include links to the resources and repositories.

Stakeholder Engagement Plan:

Stakeholder Engagement Plan:

Which stakeholders will you be working with, or plan to disseminate information to? Check the box for all that apply.

	Currently working with	Will disseminate information to
Residential community – urban	<input type="checkbox"/>	<input type="checkbox"/>
Residential community – rural	<input type="checkbox"/>	<input type="checkbox"/>
Residential community – urbanResidential community – underrepresented minority (e.g. Hispanic/Latinx, Indigenous	<input type="checkbox"/>	<input type="checkbox"/>
Academic institution(s)	<input type="checkbox"/>	<input type="checkbox"/>
Community health care providers	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturers	<input type="checkbox"/>	<input type="checkbox"/>
Regulatory agencies	<input type="checkbox"/>	<input type="checkbox"/>
Legislators	<input type="checkbox"/>	<input type="checkbox"/>
Non-governmental organizations	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Who are the stakeholder groups or organizations you currently work with related to this project. Please list them here by organizational name, i.e. OHSU Community Research Liaisons or OSU Extension.

Who are stakeholder groups or organizations that you would like to work with related to this project?

What are the barriers to engaging with these stakeholders? Right-click on the checkbox to select the option. Examples may include:

- ☐ My research is not relevant to stakeholders
- ☐ I'm not sure how to best engage these stakeholders
- ☐ It is beyond my capacity
- ☐ I don't know how to best share my work with stakeholders
- ☐ Stakeholders may slow things down
- ☐ Stakeholder concerns do not align with my research objectives
- ☐ Other, add in below:

How do you plan to engage with stakeholders for this project? Right-click on the checkbox to select the option.

- ☐ Design of the research question
- ☐ Design of research methodology
- ☐ Design of research tools
- ☐ Stakeholders will help with recruitment, data collection, data analysis (one or all)
- ☐ Stakeholders will help disseminate information

☐ Other...

Contingency Plan:

Contingency Plan

Risks – What are the potential issues and opportunities this project may encounter? The purpose of this exercise is to have a plan to address the risk or identify the risk at an early stage in the project. Log the identified risks below.

Risk	Contingency Plan
<div></div>	<div></div>

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Assumptions:

Are there assumptions that need to be checked?

List and describe the assumptions below. For example, we could assume we will have a 100% stakeholder engagement. Identifying assumptions will help ensure the assumptions don't evolve into risks.

Constraints:

Which one of the below is not flexible at all?

- ☐ Time/Schedule
- ☐ Performance/Scope
- ☐ Budget

Timelines:

Timelines

Use the Project Scope to determine/inform milestones. Some milestones are common for scientific projects. e.g. complete research compliance, data management and sharing plan, dissemination.

Starting Quarter	Milestones	Assigned Person	Completion Quarter
<div>e.g. Y1 / Q1</div>	<div>e.g. IRB/compliance approvals</div>	<div></div>	<div>e.g. Y1 / Q3</div>

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Dissemination Plan:

Audience	Format	Information Needed and Format	How Often/When
<div>e.g.General Public</div>	<div>Webpage update</div>	<div>Well water safety in Malheur county</div>	<div>Once</div>

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Project Assessment:

Describe how you will assess the success of this project.

Provide success metrics for this project. Some examples are new stakeholder engagement, dissemination as manuscripts/presentations, new grant submissions.

Save Draft

Preview

Submit