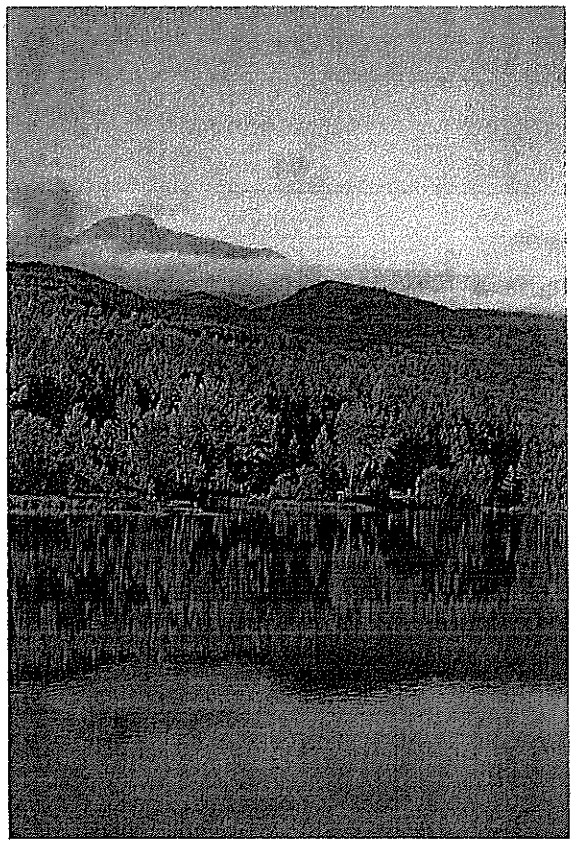
Jonesville/Slipper Lake Public Use Action Plan
January 2016



Project Management Plan of the
Jonesville/Slipper Lake Citizens Action Committee

DOCUMENT HISTORY & DISTRIBUTION

1. **Project Manager**
   George Rauscher, Chair

2. **Revision History**
   Track all project revisions including the initiation of the document.

Revision #	Revision Date	Description of Change	Author
1.0	5/5/2016	Initial Document	Suellen Appellof
1.1			
1.2			
Add more columns as needed			

3. **Internal Distribution**
   List all recipients for internal review.

Recipient Name	Department	Distribution Method
George Rauscher	Project Manager	Digital & Hardcopy
JSLCACC	Citizens Action Committee	Digital & Hardcopy
Mark Bertels	Slipper Lake Community Council President	Digital & Hardcopy
Add more columns as needed		

4. **Plan Approvers**
   List all project plan approvers and have them sign the plan once completed.

Approver Name	Signature	Date	Department & Position
Jonesville Slipper Lake Citizens Action Committee	George Rauscher	5/5/2016	Citizens Action Committee
Sutton Community Council	Mark Bertels	5/25/16	Community Council

5. **File Location**

   http://www.slipperlake.org/

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Project Overview

A. Scope

The scope of work for the Jonesville/Slipper Lake Public Use Area Action Plan includes:

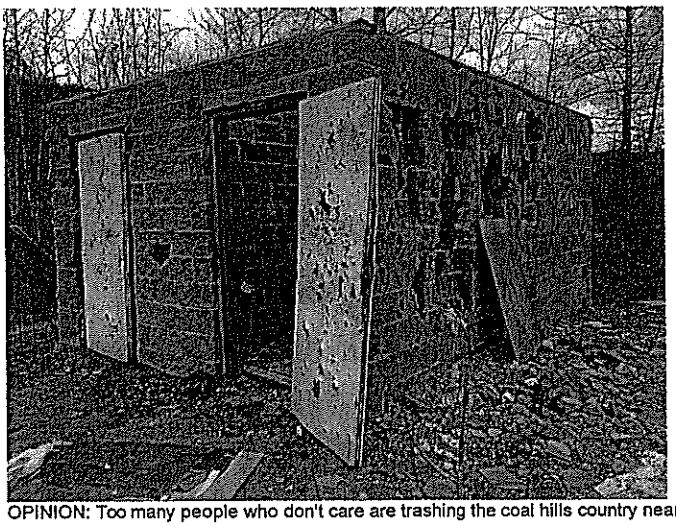
The Jonesville/ Slipper Lake Citizens Action Committee is working toward the establishment of the Slipper Lake Public Use Area. An area that will be managed and organized for multi-users and ensures a Healthy and Safe experience through enforcement of the area management plan. The committee will draft legislation and gather background information to present to the state legislature after a comprehensive outreach, including users and community members.

The project manager will be responsible for assembling plan and resource materials, and facilitating the planning process. The Sutton Community Council Jonesville/Slipper Lake Citizens Action Committee will be responsible for creation of the plan. Each stage of the project will require approval from the Jonesville Slipper Lake Action Citizens Action Committee, and Sutton Community Council before moving on to the next stage. Important project specific details will be listed below in the following sections.

B. Background

Misspent federal funds help turn part of Alaska into bullet riddled garbage dump

George Rauscher | April 23, 2016



OPINION: Too many people who don't care are trashing the coal hills country near Sutton. Time to say enough is enough - and back it up. Pictured: These were the original bathrooms in the "coal hills" recreation area outside of Sutton. After they were shot to pieces, portable bathrooms were installed. Those were thrown in a lake.

Photo courtesy George Rauscher

Beginning in the 1920s and subsiding in the '70s, coal mines brought many jobs, money

and people to the area of Sutton. The Jonesville Mine area was one of the biggest mining areas in the state back then. The folks who live there today still enjoy the community those coal mines started long ago.

Before 2009, the quaint little town of Sutton enjoyed the rugged looking, unrefined and largely unknown "coal hills," as the community calls the old Jonesville mining area. The local kids rode dirt bikes, four-wheelers and horses on the old narrow coal trails. Teens and families held occasional swimming parties in Slipper/Eska Lake during the summer and a few campers forded the undercarriage abusing terrain to park near the lake or access our

"Dedicated Airstrip" which ran parallel to Slipper Lake. Adults and kids alike with four-wheelers and motorbikes found the challenge of hill climbing to be a draw. Wishbone Lake, Upper Coyote Lake and Eska Falls were areas where adventurous hikers spent the day enjoying fantastic views those secluded attractions provided.

Early on, mining companies in the United States were not required to provide money for the purpose of reclaiming land they removed minerals from. The Mining Reclamation Act of 1977 provided federal dollars with the intent of restoring the land to a more natural state. In this case, those federal funds are distributed through the Alaska Department of Natural Resources.

Those funds were used to put out the underground coal fires in 2006.

In 2009, those funds were used to redesign the airstrip next to Slipper Lake to allow parking for motor-homes, campers and trailers. A series of large fire rings were installed around the man-made lake of coal tailings known as Slipper Lake. Roadways were rebuilt to afford easier access to the lake.

Reclamation funds were again used in 2012 to stabilize and widen smaller trails for access to the upper backside of the Jonesville mining area, to put out more fires and create more sites for motor-homes and camping spots.

No monies were spent on developing a management agreement to allow safe recreation among the many varieties of outdoor enthusiasts that would obviously be drawn to the area.

Since then, everything the quaint little town of Sutton enjoyed about the coal hills has been progressively shattered. Understandably, the interest of safety called for sealing abandoned mine shafts and putting out some smoldering deep burning coal fires, not for creating an unregulated playground where the activities resemble the happenings in some overseas war zones.

Today, some 300 motor-homes and campers, 400 vehicles and trailers and 1,500 people

can be gathered in the coal hills on summer weekend. Without clear direction as to where state land ends and private property begins, hundreds of ATVs are trespassing and destroying those private grounds daily.

Bullets from nondirectional shooting are ending up in trees and porches of inhabited homes interspersed and adjacent former mining areas. Shooting across hiking trails and into hiking areas are commonplace since there is no shooting enforcement to speak of. Explosions from cannons that now rock the town at all hours of the night and day, keep homeowners who have invested their lives in this community constantly on edge, and some are now being forced to sell and relocate from friends and loved ones in the local area.

Exploding vehicles in an active state gravel pit provides revenue loss due to safety concerns. Years of pleading with DNR about these matters has gone unheeded. Trees are being cut down by gunfire. Littered shell casings lie in piles around bullet perforated, discarded and abandoned vehicles which eventually get set aflame. The vehicles adorn the grounds as monuments to complete disregard for our community, which has been forced into hosting this "Mad Max" theater for the state of Alaska.

Local campers now fear for the safety of their children, as ATV riders speed through family campsites in excess of speeds of 60 mph. Dust is unbearable at times.

Human fecal matter from thousands litters the area since no restroom facilities accommodate these visitors during their stay. Port-a-potties once provided by the Matanuska Susitna Borough in 2011 were dumped into Slipper Lake, polluting it, and were removed. Piles of syringes along with trailer loads of discarded trash now litter the area and local volunteers can't keep up during community cleanup week.

The community began calling our local legislators this past summer. State Sen. Mike Dunleavy took a deep interest in my pleadings and took a four-hour tour of the area with me. Upon his recommendations we began a process for community involvement.

The Sutton Community Council formed a citizen's action committee. I have chaired that committee from its beginning last year. The committee was established for the purpose of securing a management plan and agreement which DNR to abide by and enforce. The committee started a petition. We sent a representative to the capital during session. We have written letters to the governor and the DNR commissioner.

It has been a race against time as the much needed management plan may not happen before another person gets hurt by stray gunfire, or someone is in the wrong place at the wrong time. The death of Adam Malaby has been a cold re reality that the problem we have repeatedly brought to the state's attention must be addressed by DNR soon. It is a sad reminder of where our state's priorities lie in all this.

The community of Sutton continues to request the state take responsibility and work with us and the Mat-Su Borough. Now is the time for management of the reclaimed mining leases for all to recreate safely in the Jonesville/Slipper Lake area of Sutton. A lack of money is no excuse for the lack of attention this area has received.

***George Rauscher** is chairman of the Jonesville/Slipper Lake Citizens Action Committee.*

C. Project Objectives

The committee will draft Legislation and Background information to present to the state legislature after a comprehensive outreach, including users and community members. The objective is to have the Alaska Legislature pass legislation which creates a safe and appropriate area which allows many different user groups to enjoy simultaneous activates on public lands, while preserving the Quality of Life for neighboring private landholders. Alaskans.

- Creation of a Public Use Area
  - Managed
  - Organized
  - Enforced for Health & Safety
- Create Briefing
  - Public Outreach Plan
  - OutlineNeeds & History
  - Plan for the Future
- Legislation
  - Need for Plan
  - Enforcement
  - Reinforce Value
  - Importance to Community

D. Milestones & Deliverables

1. Milestones

There will be many touch points throughout project. During the next 12 months, items to be completed include the following:

Milestone	Description	Start	End
Project Plan Draft	Completed Plan	4/16/2016	5/5/2016
Fact Sheet Draft	Completed Document	4/16/2016	5/5/2016
Draft Survey	Completed Survey Questions, 10 Multiple choice	04/16/2016	5/5/2016
QR Code	Create Page and Code for survey	4/16/2016	5/5/2016
Website	Update info Monthly	4/16/2016	5/1/2017
Facebook	Update info weekly	4/16/2016	5/5/2016
SLCAC Meeting to Approve Drafts	Regular Meeting	5/5/2016	5/5/2016
Post Survey & Links	Add to Flyer, Web page & Social Media	5/6/2016	5/6/2016
Clean Up Day-Alpine Historical Park	Hand Out 1-page Flyer	5/7/2016	5/7/2016
Picnic at Slipper Lake	Hand Out 1-page Flyer	5/14/2016	5/14/2016
Present Plan to SCC	SLCAC approved plan to go before the SCC	05/25/2016	05/27/2016
Develop & Present a budget	Present to SCC	5/5/2016	5/25/2016
Develop Tools	Outreach Tools for distribution	05/05/2016	9/30/2016
Develop PSA	Public Outreach	06/01/2016	07/01/2016
Picnic at Alpine Park	Continue Public Outreach	6/26/2016	6/26/2016
Car Show at Alpine Park	Continue Public Outreach	07/23/2016	07/23/2016
Farmers Market 05/28/16-08/13/2016	Continue Public Outreach	05/30/2016	08/23/2016
Complete Draft Legislation	Draft of Bill to send to Sponsor	06/01/2016	09/01/2016
Complete Briefing Document	Supplement to Legislation	06/11/2016	09/01/2016
SLCAC Meeting to Approve Drafts	Regular Meeting	09/15/2016	09/17/2016
Public Open House/Open House	Community Outreach	09/25/2016	09/27/2016

SCC to Approve Draft Leg	SCC Regular Meeting	10/05/2016	10/07/2016
Submit Draft Legislation to Sponsor	Pre-file deadline	10/05/2016	11/01/2016
Follow Legislation	On-going attention to revisions and needed attention to hearings, testimony.	01/15/2017	05/01/2017
Project End Phase 1	Legislation	5/1/2017	

2. Deliverables

There will documents created for various audiences and functions, including the following: Education of the various user groups and stakeholders is critical. Documents and background about the area, the current problems and how they have developed.

Deliverables	Description
1 Page Fact Sheet	Outlining the Problems and Proposed Solution
Survey of Community and Users	Online Survey for Users and Community Members on Use and proposed solutions.
Briefing Documentation	Background and History of Area and problems to be addressed
Draft Legislation for the Creation of the Jonesville/Slipper Lake Public Use Area	Draft legislation to be presented in the 2017-2018 Alaska Legislative Session

E. Place of Performance

Meetings of the Jonesville Slipper Lake Action Citizens Action Committee, and Sutton Community Council take place at the Sutton Community Library.

Outreach and Community Education will take place at Community Events at the Alpine Historical Park, The Eska Lake/Slipper Lake Parking and Recreational Area. Pother possible venues include the Alaska State Fair, and the Sutton Farmers Market.

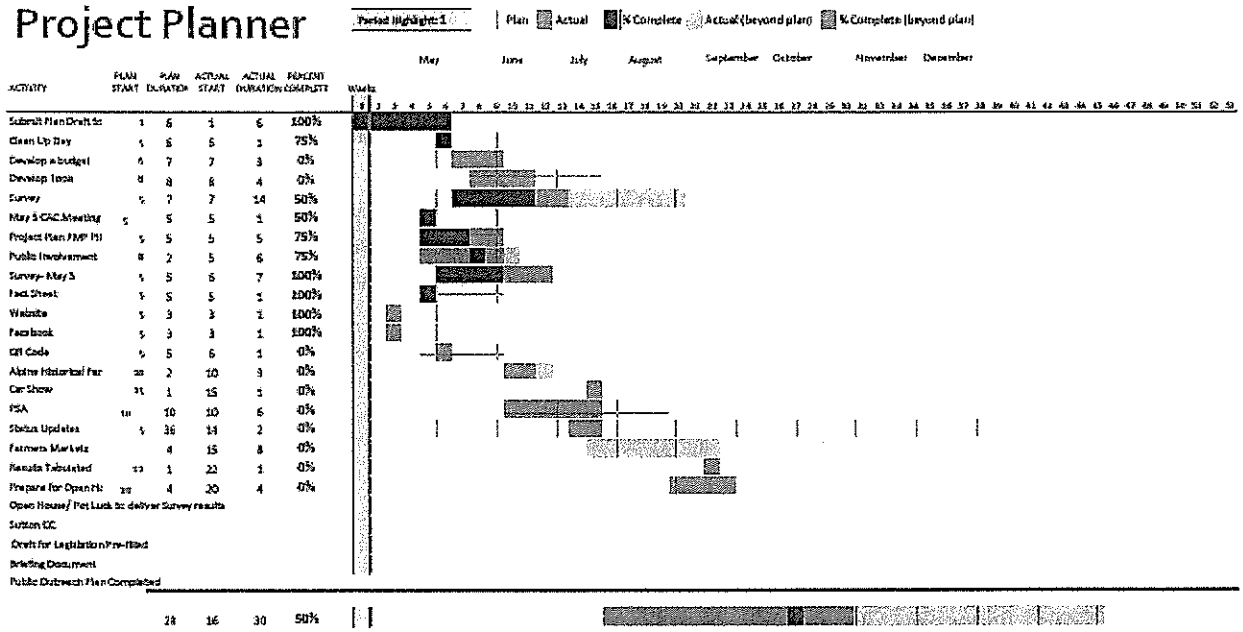
F. Schedule

As part of the Project, the Project Manager will be responsible for ensuring the provision and completion of tasks, milestones, and deliverables throughout various stages of this project. The following is a timeline of the tasks, milestones, and deliverables which will result in the successful completion of this project:

1. Period of Performance

The period of performance for the Project is from January 28, 2016 through May 1, 2017. This initial plan to pass legislation to define the area and have it designated as a Public Use Area so that resources and management may be authorized for the long term management of the area.

2. Gantt Chart



Assumptions and Constraints

1. Assumptions

The SLCAC assumes that there is a solution to the problems experienced by the community around the Slipper Lake area. The assumption is also made that a Public Use Management Plan is the best solution. Other assumptions:

Assumption	Description
Support for the Plan (More support than not)	Community/Stakeholder Support
	Legislative Support
	Borough Support
	Volunteer Resources
DNR will step up and support	Planning & Documentation
Leaders	Available and Willing
Resources will be found	
Enforcement will occur	

2. Constraints

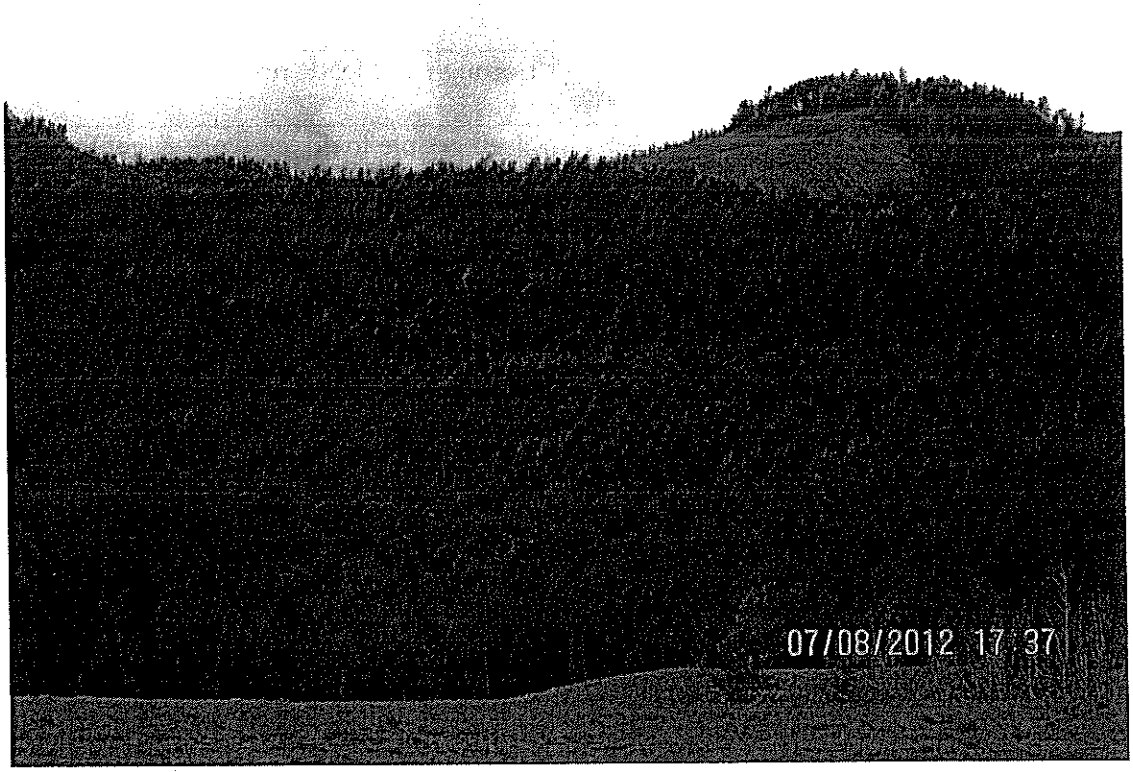
Resources, both human and financial create constraints on the project and the outcomes.

Constraint	Description
Money	Funding for implementation
Backlash	Political & Administrative
Planning	Borough and DNR resources
Volunteers / People	Need people to do leg work & get the word out
Time	Public Process Takes time as the Health & Safety Risks continue.
Government Assistance May not happen	Funding is tight (Local)Borough, State, Federal)
Risks of Not Acting	More Injury/Deaths Fires Environmental Damage

3. Dependencies

- Many items will affect the outcome of the plan. In tight fiscal times, volunteers become critical to get the pieces and projects completed. We will be very dependent on our Volunteers and volunteer Leaders.

Dependency	Description
Leaders-Leadership Team	Leadership Support from members of the Committee & Community
Volunteers/Participation	Expertise Skilled volunteers Events Plan
Funding	For research, gathering data, support
Community Interest/Support	Broad Based support for legislation is a must
Thorough and Complete Plan	No Hidden Faults
Historical Data	Previous attempts to solve the problem



Roles and Responsibilities

A. Project Governance

Project Role		Name and Title / Department	Project Responsibilities
Project Director		**Mark Bartels**, Chair, Sutton Community Council	• Chairs Change Control Board • Executive Approver • Provides oversight and direction
Project Manager		**George Rauscher**, Committee Chair, Jonesville/Slipper Lake Citizens Action Committee	• Chairs Meetings JSLCAC • Member of project team • Review and approve all project deliverables • Provide overall project oversight and keeps project on track. • Ensures decisions are made for project progress and completion • Deliver information and communications • Report on project status to key groups and individuals • Measure the performance of the project against milestones, time frames, deliverables, budget and resources • Sign off on deliverables
Steering Committee		Suellen Appellof, Secretary Jessica Winnestaffer Laurel Overby Dustin Day Dylan Buzby Chris Spitzer	• Advises throughout the project • Provides representation on behalf of representative groups • Gain buy-in from key stakeholders and keep their interest and level involvement right throughout the project • May provide decision making

B. Project Team or Technical Advisory

Project Role	Name and Title/ Department	Project Responsibilities
Project Manager	**George Rauscher,** Jonesville Slipper Lake Citizens Action Committee	• Member of project team • Review and approve all project deliverables • Provide overall project oversight and keeps project on track. • Ensures decisions are made for project progress and completion • Ensures Delivery information and communications • Escalate issues to sponsor when necessary • Report on project status to key groups and individuals • Gain buy-in from key stakeholders and keep their interest and level involvement right throughout the project • Measure the performance of the project against milestones, time frames, deliverables, budget and resources • Sign off on deliverables
Project Team	**Name (s), Communications**	• Work with the Project Manager to accomplish various project tasks
Add more rows as needed	**Events**	

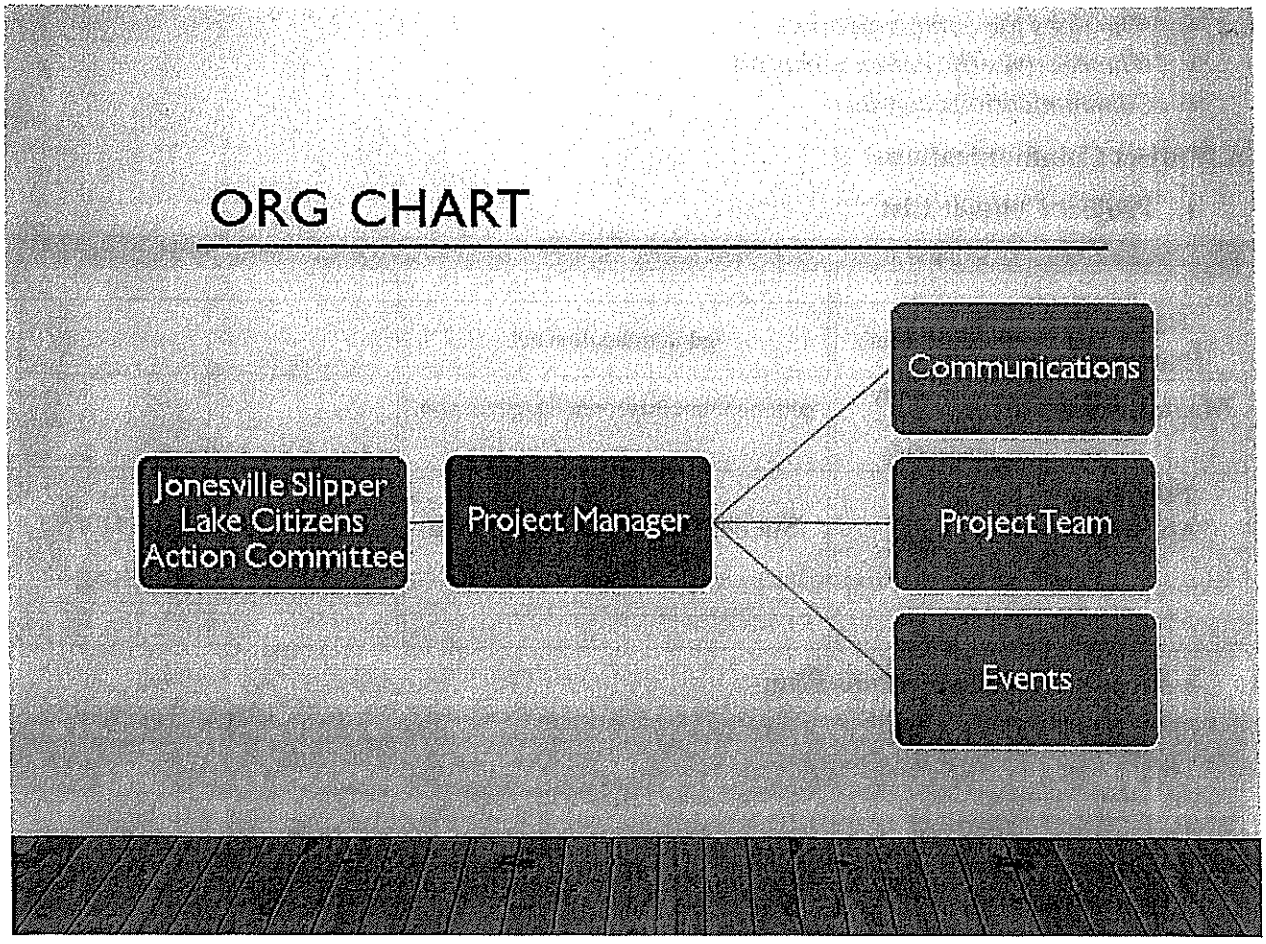
C. Consultant Project Team

The following provide expertise and guidance regarding specific functions and/ or responsibilities:

Lead Consultant: <COMPANY NAME>		
Project Role	Name and Title/ Company	Project Responsibilities
Project Manager	**Name**, title	•

D. Organizational Chart

In order to effectively enable the organizational structure of Project, roles and responsibilities are shown in the following diagram:



Communications

The purpose of the Communications Management Plan is to define the communication requirements for the project and how information will be distributed to ensure project success.

You should give considerable thought to how you want to manage communications on every project. By having a solid communications management approach you'll find that many project management problems can be avoided. In this section you should provide an overview of your communications management approach. Generally, the Communications Management Plan defines the following:

- *Communication requirements based on roles*
- *What information will be communicated*
- *How the information will be communicated*
- *When will information be distributed*
- *Who does the communication*
- *Who receives the communication*
- *Communications conduct*

A. Project Communications

1. Project Contact List

Name	Title	E-mail	Office Phone	Cell Phone
George Rauscher	JSLCAC Chair	gdr@mtaonline.net		
Mark Bertels	Community Council President	suttoncommunitycouncil@gmail.com		
Suellen Appellof	JSLCAC Secretary	Suellen.appellof@gmail.com		907-841-4713

2. Project Communications Plan

Deliverable/Description	Type	Target Audience	Delivery Method	Delivery Frequency	Responsible Party
Status Report	*Mandatory*	*CC Assembly DNR EPA*	*E-mail and Website*	*Monthly*	*Project Manager*
Plan					
	Updates	Stakeholder	Social	Monthly	Communications

Add more as needed		Public	Media		
	PSA	Public	Radio/TV	Monthly	Communications

3. 3. Review and Comment

Review #1				
Request for review sent to:		Date sent:		
Date	Reviewer	Date Responded	Commented: Y/N	Action on Comment(s)
5/4/2016	George Rauscher			
5/5/2016	Jonesville/ Slipper Lake Citizens Action Committee			
5/10/2016	Sutton Community Council			

Add another table like this for each additional review

4. Informal Communications:

While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager so the appropriate action may be taken. This communication is best done in writing.

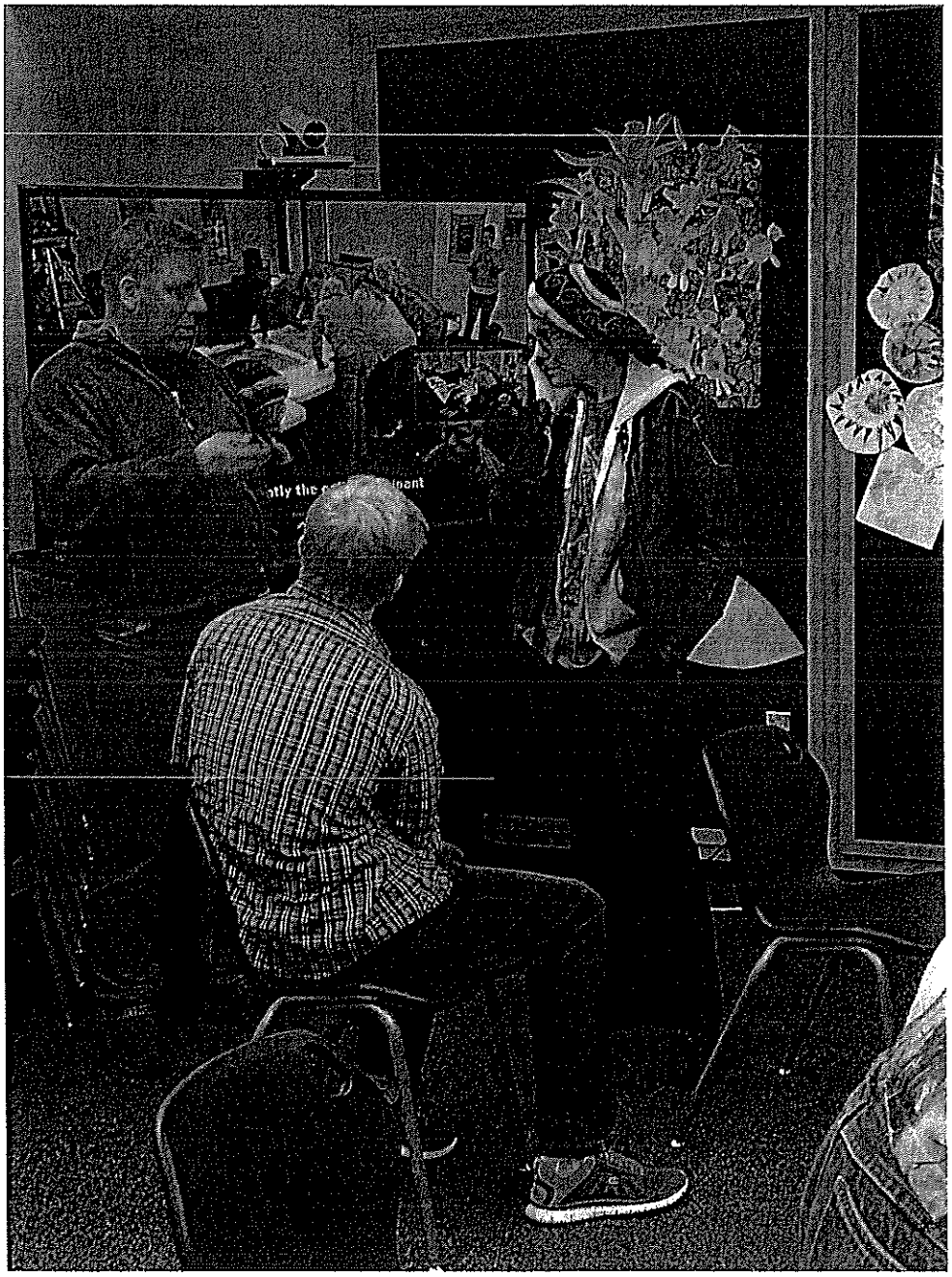
B. Stakeholder Communications

Stakeholders are individuals and organizations that are actively involved in the project, or whose interests may be positively or negatively affected as a result of project execution or project completion. Stakeholders can be internal to the organization or external and may also exert influence over the project and its results. For project success, it is critical to identify stakeholders early in the project.

In many projects the public at large will become a stakeholder to be considered during the project. The challenge for the project manager when the public is a stakeholder will be to act while considering public needs. Involving a broad spectrum of stakeholders will lead to a better process, greater community support and buy-in, more ideas on the table, a better understanding of the community context, and, ultimately, a more effective effort. In order to conduct a participatory process and gain all the advantages it brings, the Project Manager will have to figure out who the stakeholders are, which of them need to be involved at what level, and what issues they may bring with them.

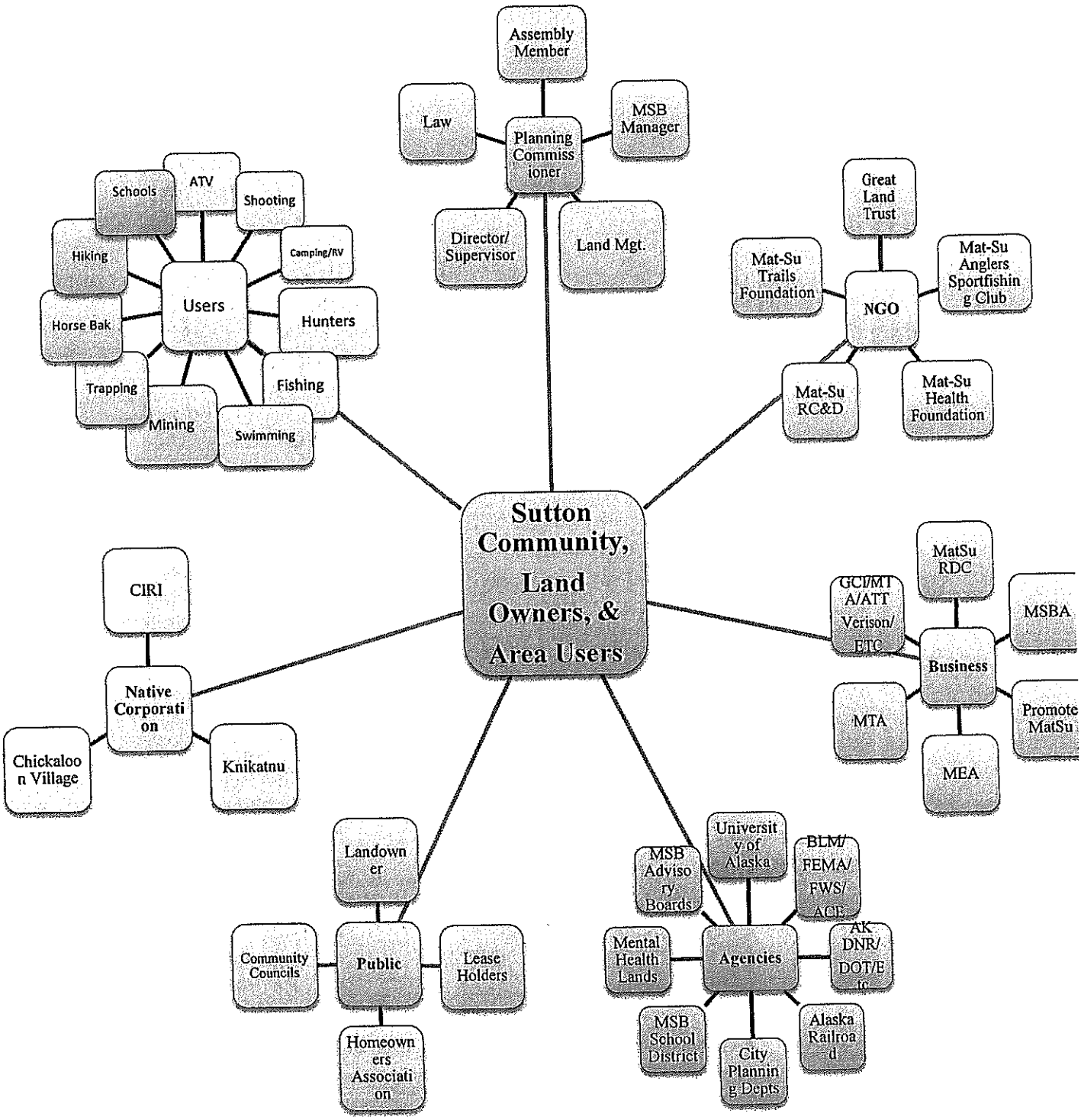
1. Stakeholder Identification

The Project Manager will identify potential stakeholders and a list of typical MSB stakeholders is attached as an appendix to the project plan. If applicable, stakeholders will be identified through the implementation of MSB Code (MSB 2.12.070, 15.08, 15.24.017, and 17.03.020) and MSB PC09-14(AM). To further departmental goals of increasing active public participation and garnering community support the Project Manager should be as inclusive as possible when considering stakeholders.



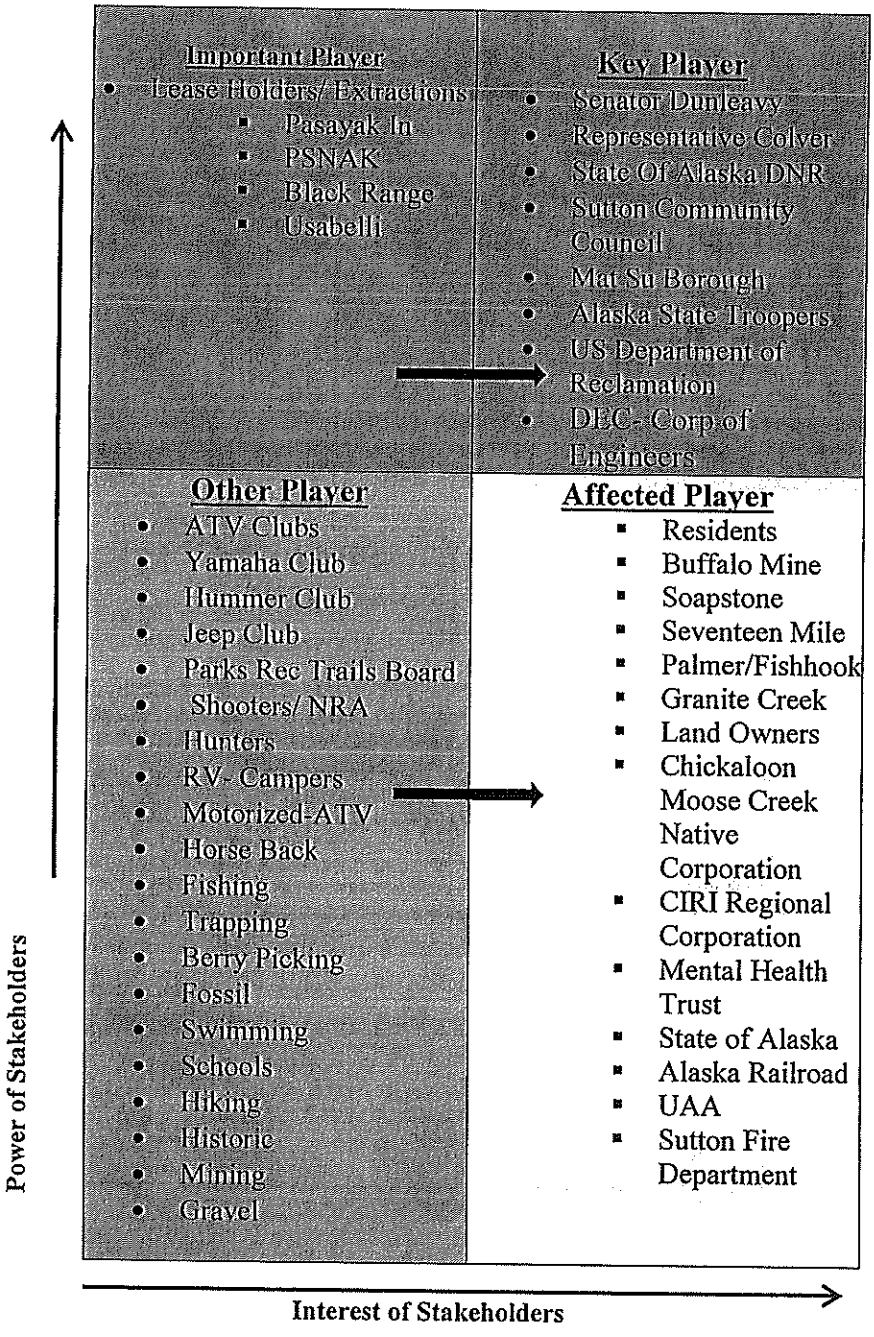
The following diagram visually identifies stakeholders by groupings:

Stakeholder Diagram



2. Stakeholder Analysis Matrix

Key Players are determined through an analysis which identifies which stakeholders have a high influence on the Project and a high interest in the Project's success or failure. These stakeholders are integral to the success of the project so it is essential for early identification, understand their motivations, and develop an engagement strategy to ensure that their requirements are captured and their needs met. Key Players may not be positive about the Project, but they will be influential and interested enough to have a significant impact on Project success.



3. Stakeholder Register

The Stakeholder Register is a means for the Project Manager to develop a strategy to assess each stakeholder's level and timing of involvement. The aim of this section is to list the stakeholders, identify what role they play in the Project, and assess how they are involved in the project.

The Stakeholder Register is a document that is shared with project stakeholders. Therefore, it should never contain information that is damaging or can be construed in a negative manner.

Note, this section may need to be revised as the project progresses as new stakeholders may be identified or existing stakeholders may change in terms of their involvement, influence, etc.

Name:	Organization:
Role: *Client, vendor, consultant, funder, committee member, etc...*	Type: *Internal, NGO, Agency, Public, Business, Native*
Best Way to Communicate: *eMail address, phone, mail address, etc*	
Expectations: *Figure this out by asking directly, sending a questionnaire, or through other means*	
Interests: *Figure this out by asking directly, sending a questionnaire, or through other means*	
Stakeholder Type: *Key Player, Important Player, Affected Player, or Other Player*	

Name: Scott Lapine	Organization: Mat Su Trails Projects
Role:	Type: NGO
Best Way to Communicate: email:	
Expectations:	
Interests:	
Stakeholder Type:	

Name: Senator Dunleavy	Organization: Alaska Legislature
Role:	Type:
Best Way to Communicate:	
Expectations:	
Interests:	
Stakeholder Type:	

Name: Jim Colver	Organization: Alaska House of Representatives
Role:	Type:
Best Way to Communicate:	
Expectations:	
Interests:	
Stakeholder Type:	

Name:	Organization:
Role:	Type:
Best Way to Communicate:	
Expectations:	
Interests:	
Stakeholder Type:	

Name:	Organization:
Role:	Type:
Best Way to Communicate:	
Expectations:	
Interests:	
Stakeholder Type:	

4. Stakeholder Communications Plan

Deliverable/Description	Type	Target Audience	Delivery Method	Delivery Frequency	Responsible Party
Example: Status Report	*Mandatory*	*CC Assembly DNR EPA*	*E-mail and Website*	*Monthly*	*Project Manager*
Add more as needed					

5. Review and Comment

Review #1				
Request for review sent to:		Date sent:		
Date	Reviewer	Date Responded	Commented: Y/N	Action on Comment(s)
Add more columns as needed				

Add another table like this for each additional review

4. Informal Communications

While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members and stakeholders must be communicated to the Project Manager so the appropriate action may be taken. This communication is best done in writing.

Email List Community Members/Interested Parties

Name		Email	Phone
Adam Nash		Nash.Adam.J@gmail.com	
Alyssa Overby		redcityspirit@gmail.com	
Brian Endle		bendle.liberty@gmail.com	
Carol McNamera			
Charles Overby			
Chris Spitzer		chrismarysoloman@yahoo.com	
Cody Buzby		todd5@hotmail.com	
Gary Hay		ghay@chickaloon.org	
George Hays			
George Loughlin		slyder3141@aol.com	
George Rauscher		gdr@mtaonline.net	
Glenn Cavalier		Grizz@725Bellsouth.net	
Hugh Leslie		hugh.leslie@matsugov.us	

Jessica Winnestaffer		jessica@chickaloon.org	
Jim Novak		jimak@mtaonline.net	
Jim Psenak		JPC-Alpine@gci.net	
Jim Sykes		jimsykesdistrict1@gmail.com	
Juli & frank Bertels			
Julie Stoneking		jastoneking@gmail.com	
Laurel Overby		lflynne@mtaonline.net	
Mark Bertels		suttoncommunitycouncil@gmail.com	
Marty Parsons		mpar@taonline.net	
Nanct Bertels		nancy.bertels@matsugov.us	
Pete Cleary		pmccket@hotmail.com	
Scott Lapene		mstc.inc@gmail.com	
Shelia DeJarlais		srdejarlais@yahoo.com	
Suellen Appellof		suellen.appellof@gmail.com	907-841-4713
Vince Volpe		volpe@mtaonline.net	
Gina		Gina.Ritacco@akleg.gov	
Angela		Angela.Stephl@akleg.gov	

Budget & Procurement

INCOME	Budget	Actual	Difference
Internal Funding			
<ACCT:DESCRIPTION>			-
<ACCT:DESCRIPTION>			-
<ACCT:DESCRIPTION>			-
<ACCT:DESCRIPTION>			-
Total Internal Income	-	-	-
External Funding/Other			
<ACCT:DESCRIPTION>			-
<ACCT:DESCRIPTION>			-
<ACCT:DESCRIPTION>			-
<ACCT:DESCRIPTION>			-
Total External Income	-	-	-
Total INCOME	-	-	-

EXPENSES	Budget	Actual	Difference
[Category Name]			
[itemized expense]			-
[itemized expense]			-
Subtotal	-	-	-
[Category Name]			
[itemized expense]			-
[itemized expense]			-
Subtotal	-	-	-
[Category Name]			
[itemized expense]			-
[itemized expense]			-
Subtotal	-	-	-
Total EXPENSES	-	-	-
NET (Income - Expenses)	-	-	-

Change Management Plan

The Change Management Plan documents and tacks the necessary information required to effectively manage project change from project inception to delivery.

The Change Management Plan is created during the Planning Phase of the project. Its intended audience is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan.

A. Change Requests

The Change Management process establishes an orderly and effective procedure for tracking the submission, coordination, review, evaluation, categorization, and approval for release of all changes to the project's baselines. All changes to the Project will be formally requested by letter or email and must contain the following elements:

Element	Description
Date	The date the CR was created
Subject	A brief description of the change request
Priority	A code that provides a recommended categorization of the urgency of the requested change (Critical High, Medium, Low)
Product	The product that the suggested change is for
Description	Description of the desired change, the impact, or benefits of a change should also be described
Submitter	Name of the person requesting the change and who can answer questions regarding the suggested adjustment.
Contact Info	Phone number and/or email of the submitter

B. Evaluating and Authorizing Change Requests

Change requests are evaluated using the following priority criteria:

Priority
Critical
High
Medium
Low

Change requests are evaluated and assigned one or more of the following change types:

Type
Scope
Time
Duration
Cost
Resources
Deliverables
Product
Processes
Quality
<change type>

C. Change Control Board

The Change Control Board (CCB) for this project is the same as the Project Steering Committee.

D. Change Request Approval Process

The CCB reviews the new change requests and determines one of the following dispositions:

- Reject and return to the change request submitter.
- Return to the change request submitter for additional analysis or rework.
- Defer change request for later consideration.
- Accept and request additional analysis.
- Approve change request for implementation.

The CCB reviews/assigns the final CR priority (Critical, High, Medium, and Low) to the Change Request. The CR priority reflects the importance of the Change Request and how quickly it needs to be addressed. Priorities are defined in about in Section B. When the CCB approves a change request, it assigns a priority to the request (Critical, High, Medium, or Low).

Change requests are referred back to the submitter for analysis when the request does not contain sufficient information to determine its disposition or impact. In some cases, an Impact Analysis Report may be performed. The CCB reviews the change request and accompanying impact analysis and determines one of the following dispositions:

- Accept for additional analysis and decision by the CCB and request an analysis or further detailing of an existing analysis report.
- Approve the request for implementation.
- Reject the request and return to the request submitter.
- Defer the request for later consideration.
- Refer or escalate the request to the Project Team.

If the request requires referral or escalation to the Project Team, the change request and analysis report is sent to the Project Team for review and a determination of what action to take. When a decision is made, the Project Team informs the CCB and the CCB continues processing the request accordingly.

For those requests which were accepted by the CCB but required additional analysis, the CCB:

- Requests the Project Manager conduct an analysis.
- Assigns a date by which the report is to be completed and brought back to the CCB.

When the analysis is completed, the CCB reviews the analysis and recommendations and determines one of the dispositions listed above. When the CCB approves a request for implementation, it is sent to the Project Manager for a recording of the disposition and for referral to the Project Team.

E. Change Request Tracking

Change requests are tracked using the following matrix:

Change Request #1: <TITLE>	Date:

Description:		
Submitter: <NAME, ROLE>	**Product:**	**Type:**
Contact Info: <PHONE OR EMAIL>	**Priority:** <CRITICAL HIGH, MEDIUM, LOW> (Color Code Red/Yellow/Green/Lt. Blue)	
CCB Decision:		**Date:**
Project Team Decision:		**Date:**

Acceptance and Completion Criteria

Successful implementation of the project will result in tasks and deliverables that facilitate project objectives. The acceptance process for the Project provides a roadmap for incremental acceptance and associated project deliverables at milestones. Any discrepancies involving completion of project tasks or difficulties will be sent to the supervisor for review and discussion.

A. Overview of Project Expectations

1. Business Objectives

The Project will meet specific, measureable, achievable, realistic, and timely business objectives. Established plans, organizational goals, technical requirements, or legal/political/regulatory objectives provide the basis for this section. The following business objectives will be completed as a result of the project:

- <REFERENCE EARLIER SECTION>

2. Project Objectives

The Project will meet specific, measureable, achievable, realistic, and timely objectives. The following project objectives will be completed as a result of the project:

- <REFERENCE EARLIER SECTION>

3. Milestones and Deliverables

Milestones	
Milestone	**Description**
May 5th Meeting	Approval of Fact Sheet
	Approval of Plan
	Approval of Survey
	Clean Up Day Plan
June	Promote Fact Sheet & Survey
June 1	Develop PSA
July	Promote Fact Sheet & Survey
August 31	Close Survey
September	Announce Survey Results
October	Present Legislation to Sutton Community Council

Deliverable
Fact Sheet
Survey
Project Management Plan
Legislation
Briefing (Documentation & Background Data)

F. Acceptance

The following matrix confirms acceptance through each stage of the project:

Task	Approved by	Date
Task 1:	Project Manager	
	Sponsor	
	Immediate Supervisor	
Task 2:	Project Manager	
	Sponsor	
	Immediate Supervisor	
Task 3:	Project Manager	
	Sponsor	
	Immediate Supervisor	

Project Close Out

One (1) to three (3) months after the project has been completed, the project team and key stakeholders will gather to discuss lessons learned. After this meeting the project will officially be deemed complete and closed out. The following matrix serves as the project close-out record: