

Regional Logistics Program Project Plan (EXAMPLE)

Tasks		% Complete	Labor/ Work	Duration	Start Date	End Date	Dependencies	Resources
Logistics Planning								
Develop CONOPS and Supporting Manuals			307 hours	218 days	9/1/2008	7/1/2009		
1	Collect and review existing plans, agreements, and MOUs, using Synch Matrix (sources should include national, regional, and local documents)		70 hours	45 days	9/1/2008	10/31/2008	N/A	
2	Generate draft of CONOPS to address capability gaps and optimize resource deployment		40 hours	45 days	11/3/2008	1/2/2009	1	
3	Generate draft of Supporting Manuals		40 hours	45 days	11/3/2008	1/2/2009	1	
4	Review of drafts by regional partners		50 hours	15 days	1/5/2009	1/23/2009	2,3	
5	Incorporate edits from regional partners		10 hours	7 days	1/26/2009	2/3/2009	4	
6	Request independent peer review of document (either by consultants or another jurisdiction)		40 hours	43 days	2/4/2009	4/3/2009	5	
7	Incorporate peer review comments and generate final draft of CONOPS		20 hours	32 days	4/6/2009	5/19/2009	6	
8	Incorporate peer review comments and generate final draft of Supporting Manuals		20 hours	32 days	4/6/2009	5/19/2009	6	
9	Coordinate final drafts through regional partners		15 hours	18 days	5/20/2009	6/12/2009	7,8	
10	Issue final plans/manuals		2 hours	13 days	6/15/2009	7/1/2009	9	
Establish Support System			1048 hours	478 days	10/1/2008	7/30/2010		
11	Site local logistics centers (LLC) in local jurisdictions		240 hours	108 days	10/1/2008	2/27/2009	N/A	
12	Begin to meet with federal, state and local logistics professionals, procurement officers, vendors, and transporters		500 hours	133 days	3/2/2009	9/2/2009	N/A	
13	Plan Regional Logistics Council (RLC) meeting		10 hours	10 days	8/20/2009	9/2/2009	N/A	
14	Convene Regional Logistics Council (RLC) and coordinate planning and capacity building		8 hours	1 day	9/3/2009	9/3/2009	13	
15	Begin to establish blanket purchase agreements with vendors throughout the country		240 hours	129 days	9/4/2009	3/3/2010	14	
16	Meet with non-profit groups to plan and build event capacity		60 hours	107 days	3/4/2010	7/30/2010	15	
Determine Staff, Supply, and Equipment Sources			430 hours	152 days	10/1/2008	4/30/2009		
17	Establish requirements for staff, supplies and equipment		30 hours	33 days	10/1/2008	11/14/2008	N/A	

18	Assess local, state, and other regional partners for capability to meet requirements and determine needs		120 hours	44 days	11/17/2008	1/15/2009	17	
19	Develop a work plan for closing shortfalls (mix of contracts, MOUs, EMAC requests and federal mission assignments)		15 hours	21 days	1/2/2009	1/30/2009	N/A	
20	For contracts and MOUs, assess local, state, and federal (GSA) contracts for applicable vendors		40 hours	20 days	2/2/2009	2/27/2009	19	
21	For contracts and MOUs, assess vendors' capability to deliver good or service		30 hours	10 days	3/2/2009	3/13/2009	20	
22	For contracts and MOUs, determine and list any items that are required and not on contract		10 hours	10 days	2/2/2009	2/13/2009	N/A	
23	Determine if items required and not on contract are stockpile requirements or if there is an acceptable level of risk to allow "just in time" delivery		20 hours	20 days	2/16/2009	3/13/2009	22	
24	For contracts and MOUs, draft specifications and scopes of work for each good or service		40 hours	20 days	2/2/2009	2/27/2009	N/A	
25	Release specifications and scopes of work for bidding purposes		5 hours	10 days	3/2/2009	3/13/2009	24	
26	Develop plan to address post-disaster donations management		120 hours	34 days	3/16/2009	4/30/2009	N/A	
Solicit Feedback from all Regional Stakeholders			600 hours	195 days	9/1/2008	5/29/2009		
27	Solicit comments from regional stakeholders on all plan components		120 hours	65 days	9/1/2008	11/28/2008	N/A	
28	Coordinate interim drafts of manuals with regions		80 hours	45 days	12/1/2008	1/30/2009	27	
29	Beta test site assessment materials with each regional stakeholder		400 hours	85 days	2/2/2009	5/29/2009	28	
Pre-Script Mission Assignments for State, EMAC, and Federal Assets			340 hours	196 days	9/1/2008	6/1/2009		
30	Identify external pre-packaged assets		180 hours	65 days	9/1/2008	11/28/2008	N/A	
31	Map how, where and when external support assets support overall response		60 hours	65 days	12/1/2008	2/27/2009	30	
32	For EMAC and federal mission assignments, pre-script and pre-coordinate the requests with NEMA and FEMA		100 hours	66 days	3/2/2009	6/1/2009	31	
Establish Commodity Distribution Sites			615 hours	174 days	1/1/2009	9/1/2009		
33	Determine operational model (type, location, layout)		300 hours	65 days	1/1/2009	4/1/2009	N/A	
34	Identify and map large open areas (1-2 acres)		180 hours	44 days	4/2/2009	6/2/2009	N/A	
35	Assess locations for usability (site visits)		15 hours	22 days	5/4/2009	6/2/2009	N/A	

36	Develop site-specific layout for each location		60 hours	31 days	6/3/2009	7/15/2009	35	
37	Develop prepared public information messages about distribution centers		60 hours	21 days	8/4/2009	9/1/2009	36	
Establish Staging Areas			555 hours	174 days	1/1/2009	9/1/2009		
38	Identify and map large open areas (5+ acres)		180 hours	42 days	1/1/2009	2/27/2009	N/A	
39	Assess locations for usability (site visits)		15 hours	20 days	2/2/2009	2/27/2009	N/A	
40	Develop site-specific layout for each location		60 hours	33 days	3/2/2009	4/15/2009	39	
41	Work with FEMA/States to operationalize staging areas		300 hours	99 days	4/16/2009	9/1/2009	40	
Identify Fleet Assets (Local, State, Federal)			270 hours	88 days	10/1/2008	1/30/2009		
42	Coordinate with local, state, federal agency fleet managers to include their assets in the supply chain, as appropriate		250 hours	88 days	10/1/2008	1/30/2009	N/A	
43	Create central tracker to maintain data and agency managers' contact information		20 hours	88 days	10/1/2008	1/30/2009	N/A	
Develop Delivery Routes			100 hours	129 days	9/2/2009	3/1/2010		
44	Establish delivery routes from staging areas to commodity distribution areas		80 hours	87 days	9/2/2009	12/31/2009	37,41	
45	Prioritize debris removal operations to align with priority supply routes		20 hours	41 days	1/4/2010	3/1/2010	44	
Establish Strategic Communications Plan and Backup Plan to Link all Logistics Elements			380 hours	174 days	2/2/2009	10/1/2009		
46	Identify all major decision points for purchasing, requesting and mobilizing assets (e.g. local/state/federal disaster declarations, hazards projected to hinder logistics support operations, etc.)		300 hours	174 days	2/2/2009	10/1/2009	N/A	
47	Track decision points through a process map or flow chart		80 hours	174 days	2/2/2009	10/1/2009	N/A	
Develop Master Time-Phased Force Deployment List			185 hours	132 days	6/1/2009	12/1/2009		
48	Identify all major decision points for purchasing, requesting and mobilizing assets (e.g. local/state/federal disaster declarations, hazards projected to hinder logistics support operations, etc.)		20 hours	45 days	6/1/2009	7/31/2009	N/A	
49	Set timeline goals for mobilizing support assets		15 hours	23 days	8/3/2009	9/2/2009	48	
50	Develop a time-phased matrix based on decision points, timing goals and expected asset availability over time		150 hours	64 days	9/3/2009	12/1/2009	49	

Plan Security for all Logistics Elements		480 hours	110 days	4/1/2009	9/1/2009		
51	Develop plan to address post-disaster regional credentialing	300 hours	43 days	4/1/2009	5/29/2009	N/A	
52	Test the plan, as developed, through RCPGP activities via a HSEEP compliant drill or exercise	100 hours	11 days	6/1/2009	6/15/2009	51	
53	Determine availability of local, state, and federal assets	40 hours	34 days	6/16/2009	7/31/2009	52	
54	Pre-determine EMAC and Federal requests for security assistance (pre-locate teams)	40 hours	22 days	8/3/2009	9/1/2009	53	
Examine Impact of Hazards to Regional Food Suppliers		215 hours	108 days	2/2/2009	7/1/2009		
55	Complete risk assessment (hazard impact to food commerce)	120 hours	43 days	2/2/2009	4/1/2009	N/A	
56	Meet with key representatives from the retail food industry	15 hours	32 days	4/2/2009	5/15/2009	55	
57	Develop framework for regional food supply recovery plan	80 hours	33 days	5/18/2009	7/1/2009	56	
Demobilization		190 hours	66 days	4/1/2009	7/1/2009		
58	Develop plan for facility consolidation as event de-escalates	80 hours	33 days	4/1/2009	5/15/2009	N/A	
59	Develop process for coordinating redistribution of excess supplies	80 hours	32 days	5/1/2009	6/15/2009	N/A	
60	Coordinate deactivation of staff	30 hours	23 days	6/1/2009	7/1/2009	N/A	
Rollout Meetings with Regional Stakeholder		124 hours	66 days	9/1/2009	12/1/2009		
61	Develop project plan for rolling out plan templates to stakeholders	90 hours	22 days	9/1/2009	9/30/2009	N/A	
62	Assign planners as "consultants" to groups of stakeholders	6 hours	8 days	9/21/2009	9/30/2009	N/A	
63	Conduct rollout planning meetings with stakeholders	8 hours	10 days	10/1/2009	10/14/2009	62	
64	Meetings and support to stakeholders as they roll out the program	20 hours	34 days	10/15/2009	12/1/2009	63	
Developing HSEEP Plan		400 hours	217 days	5/1/2009	3/1/2010		
65	Following development of each plan or manual, it will be tested using one or more Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercise method, ranging from decision-making tabletops to functional exercises	400 hours	217 days	5/1/2009	3/1/2010	N/A	
Establish ALERT Teams							
Develop Training Curricula		300 hours	88 days	7/31/2008	12/1/2008		

66	Contract with vendor to develop classroom-based training program		20 hours	22 days	7/31/2008	8/29/2008	N/A	
67	Develop curriculum		80 hours	32 days	9/2/2008	10/15/2008	66	
68	Determine field training requirements		40 hours	32 days	9/2/2008	10/15/2008	N/A	
69	Establish activation and notification protocols for staff		40 hours	32 days	9/2/2008	10/15/2008	N/A	
70	Meet with jurisdictions to solicit feedback on training curriculum		60 hours	12 days	10/16/2008	10/31/2008	67-69	
71	Incorporate comments from regional jurisdictions into training program		20 hours	10 days	11/3/2008	11/14/2008	70	
72	Pilot training curriculum		40 hours	11 days	11/17/2008	12/1/2008	71	
Recruit Team			480 hours	197 days	7/31/2008	5/1/2009		
73	Identify team leadership		80 hours	67 days	7/31/2008	10/31/2008	N/A	
74	Recruit team members from UASI jurisdictions		320 hours	107 days	11/3/2008	3/31/2009	73	
75	Conduct staff training		80 hours	23 days	4/1/2009	5/1/2009	74	
Train Team			3000 hours	412 days	1/1/2009	7/30/2010		
76	Schedule training for teams throughout the site		200 hours	108 days	1/1/2009	6/1/2009	N/A	
77	Complete training according to schedule		2800 hours	412 days	1/1/2009	7/30/2010	N/A	
Develop Notification and Deployment Protocol			150 hours	131 days	5/1/2009	10/30/2009		
78	Establish activation protocol		150 hours	131 days	5/1/2009	10/30/2009	N/A	
Procure Equipment and Supplies			310 hours	261 days	5/1/2009	4/30/2010		
79	Identify standard clothing and supply package for a team member		60 hours	44 days	5/1/2009	7/1/2009	N/A	
80	Procure and distribute equipment		250 hours	217 days	7/2/2009	4/30/2010	79	
Technology Support								
Incorporate Data into CALMS (or like database)			750 hours	348 days	10/1/2008	1/29/2010		
81	Organize data for CALMS program upload		250 hours	131 days	10/1/2008	4/1/2009	N/A	
82	Prepare data for upload and to de-conflict potential issues		250 hours	132 days	4/2/2009	10/2/2009	81	

83	Upload data into system		250 hours	85 days	10/5/2009	1/29/2010	82	
Develop Software Program to Link Mission Requests across all Jurisdictions			1150 hours	347 days	2/2/2009	6/1/2010		
84	Conduct analysis of existing federal, state, and local systems		120 hours	43 days	2/2/2009	4/1/2009	N/A	
85	Develop programming language that can convert local and state mission requests from existing formatting into a system accessible by federal officials and vendors		240 hours	22 days	4/2/2009	5/1/2009	84	
86	Review COTS solutions for resource tracking		30 hours	23 days	5/4/2009	6/3/2009	N/A	
87	Develop work plan for procuring these solutions and determine how they will support existing plans		60 hours	42 days	6/4/2009	7/31/2009	86	
88	Identify funding streams to support procurement and sustainment		40 hours	43 days	8/3/2009	9/30/2009	87	
89	Beta test systems		480 hours	87 days	10/1/2009	1/29/2010	88	
90	Develop a project plan for rolling out the system to the jurisdictions		30 hours	21 days	2/1/2010	3/1/2010	89	
91	Roll out the system to the jurisdictions		30 hours	22 days	3/2/2010	3/31/2010	90	
92	Conduct analysis of existing federal, state, and local systems		120 hours	44 days	4/1/2010	6/1/2010	91	
Information Sharing								
Establish Website			750 hours	108 days	2/2/2009	7/1/2009		
93	Determine layout of website		180 hours	20 days	2/2/2009	2/27/2009	N/A	
94	Develop content areas		480 hours	45 days	3/2/2009	5/1/2009	93	
95	Initiate and promote website via strategic communications		60 hours	22 days	5/4/2009	6/2/2009	94	
96	Manage and update website		30 hours	43 days	5/4/2009	7/1/2009	N/A	
Emergency Logistics Conference			540 hours	65 days each year	2/2/2009 and 2/1/2010	5/1/2009 and 4/30/2010		
97	Plan and organize annual logistics conference		300 hours	52 days	2/2/2009 and 2/1/2010	4/14/2009 and 4/14/2010	N/A	
98	Hold logistics conference		240* hours	13 days	4/15/2009 and 4/15/2010	5/1/2009 and 4/30/2010	97	

*Could fluctuate dramatically depending upon the number of attendees