

**Attachment IV to UIPL No. 07-23**

**Full Project Plan: Questions to Consider**

As described in Section 4.c.iii. of this UIPL, states must submit a Full Project Amendment within 90 calendar days of receiving their Notice of Award for State UI IT Modernization Efforts. Included in this amendment is a Full Project Plan.

This Attachment provides questions for states to consider as they are thinking through development of this plan. The Department will provide a template via a Change to this UIPL for states to complete when submitting their Full Project Amendment.

Statement of Purpose	<ul style="list-style-type: none"> <li>• Which of the 9 activities will you pursue with this grant award?             <ul style="list-style-type: none"> <li>○ You can select more than one activity, and that the activities you choose may be different from the items initially proposed in your Initial Application.</li> </ul> </li> <li>• Please describe the problem(s) that these funds will help solve, and how addressing them will help improve the flexibility and performance of your IT system?</li> </ul>
Goals/Key Outcomes & Measures	<ul style="list-style-type: none"> <li>• Given the problems to solve, what does success look like? Describe in terms of outcomes and supporting measures that can be objectively verified.</li> </ul>
Project Plan	<ul style="list-style-type: none"> <li>• How will you achieve these results? What are the key activities associated with your plan?</li> <li>• Describe your timeline and approach. How will you sequence these activities and what are the key milestones you will use to show progress?</li> <li>• Who will you partner with for this project? If your state must go through procurement to identify vendors, how will that impact timelines and milestones?</li> <li>• How will you validate the effectiveness of these activities, including through user testing when appropriate?</li> <li>• What are the costs associated with this plan? How will you allocate funds from your award to support it?</li> </ul>
Additional Support	<ul style="list-style-type: none"> <li>• Do you anticipate needing additional support from DOL to successfully execute on the goals and plans described above?</li> <li>• What type of help/assistance might you need?</li> </ul>