

## LSC TIG Sample Administrative Plan

**LSC Program:** Legal Aid of New State (LANS)

**TIG #:** 10555

**Instruction:** Please fill in the fields below based on the grantee's duties and responsibilities with respect to oversight and administration of the LSC TIG grant. The completed plan should be 2-4 pages.

	<b>Grantee Responsibilities</b>	<b>Specific Activities</b>
<b><i>Project Management</i></b>		
Strategic Grant Oversight & Leadership	Kelly Smith, Executive Director of LANS, will provide strategic grant oversight for all aspects of the project	Kelly Smith will participate in all project review status meetings held on or around the 15 <sup>th</sup> of each month. These meetings will be held using web meeting software and will be organized by Craig Williams (NSLAF), the Technology-Only Project Manager for this initiative. Status meetings will review completed and upcoming plans, tasks, etc. Kelly will make all final decisions on all activities related to the completion of the project.
Technology-Only Project Management	Craig Williams, the Technology-Only Project Manager for this project, and who is employed by the New State Legal Assistance Foundation (NSLAF – non-LSC program), will work with EdMarks to facilitate completion of the technology components of this project.	Craig Williams will manage technology-only aspects of the project and will provide Kelly Smith with reporting and activities information in order for Ed to make appropriate and relevant decisions related to the completion of the project. Specific Project management tools used on the project will include MS Project, Basecamp, Word and Excel to create project-specific documentation.

	<b>Grantee Responsibilities</b>	<b>Specific Activities</b>
<b><i>Financial Oversight and Audits</i></b>		
Project Budget	Kelly Smith will manage the overall project budget and will review monthly financial reporting provided by the Grantee's accounting department and the Technology-Only Project Manager.	Craig Williams will provide monthly activities reporting to Kelly. Monthly reporting will include hours' budgeted versus actual costs.
Team Time Reporting Management	Kelly Smith will review and approve team time reporting and activities.	Craig Williams will utilize a Crystal Reports Template designed for the case management in the collection of actual team time reporting. Contractors will be directed to utilize the same monthly reporting format as legal services project team members. Time reports will be generated monthly, compiled and then reviewed with Kelly on a monthly basis.
Audits	Kelly Smith and Alison Jones (who is with LANS) will organize and coordinate a project audit based on LSC compliance guidelines.	
<b><i>Contract Coordination</i></b>	Kelly Smith will work with Alison Jones on the creation and execution of project contracts.	Craig Williams will manage tactical technology activities with contracted project members. Craig will work with Kelly should there be any issues related to contract deliverables (e.g., a contractor is not fulfilling their agreement to complete a code activity in a timely manner based on the

	<b>Grantee Responsibilities</b>	<b>Specific Activities</b>
		project plan).
<b><i>Evaluation</i></b>	Kelly Smith will define the primary goals and objectives of the project. The goals and objectives will be the basis of the evaluation plan. She will ultimately be responsible for approving and submitting the evaluation plan and final project report to LSC.	Kelly Smith and Craig Williams will collaborate on the specific strategies and tactics planned (and approved by LSC) for the project. Kelly will make final decisions on the tactics for the project; Craig will be responsible for coordinating and managing the tactical completion of project activities.
<b><i>Reporting</i></b>	Kelly Smith will review, approve and manage submission of all LSC TIG milestones and final evaluation plan reporting related to this project.	Craig will assist in this reporting by facilitating the collection of project data (e.g., from surveys) and providing drafts of milestone reports where appropriate. He will also develop a draft of the final evaluation report.