

# Logical Framework Project Example: “Close Out Projects with a People Focus”

	Objectives	Success Measures	Verification	Assumptions
Goal				
Purpose				
Outcomes				
Inputs				

## ***The Four Critical Questions***

The LogFrame helps us to systematically answer and agree on these four critical questions:

- 1. What are we trying to accomplish and why?
- 2. How will we measure success?
- 3. What other conditions must exist?
- 4. How do we get there?

**Developed by: Terry Schmidt  
Management Pro**



terry@managementpro.com

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## Close Out Projects with a People Focus (Washington Department of Transportation)

Project closure requires not only wrapping up the documentation at project end, but helping team members transition to new positions. This project plan from the Washington State Department of Transportation (WSDOT) was developed three years ahead of the planned completion of a major bridge construction project.

The Hood Canal Bridge Project Team was established to administer the construction of this major project in Washington State. The employees are in project positions, which means that they will go back to other positions within the organization when work is completed in 2010. Project leadership made a commitment to find positions for both State and Consultant employees that will benefit their careers. They will be closing several work sites, including vacating office space and disposing of equipment and vehicles, at different times as the work at each site wraps up. There is also extensive documentation to complete for both the State and Federally funded work.

“Finish Strong” is a project plan to take care of the people, lining up good positions for 60 employees spread over several sites after this project finishes. Even though scheduled completion is three years away, using a LogFrame strategy helps ensure smooth execution.

## Logical Framework for Hood Canal Bridge Project Closure "Finish Strong"

OBJECTIVES	SUCCESS MEASURES	VERIFICATION	ASSUMPTIONS
<p><b>GOAL:</b> Effectively care for our Team employees and physical assets through the project closure process.</p>	<p><b>GOAL MEASURES:</b></p> <ol style="list-style-type: none"> <li>1. Employees stay with the project until reassigned per the employee database.</li> <li>2. No cost for assets that we are finished using</li> </ol>	<ol style="list-style-type: none"> <li>1. Per the employee database</li> <li>2. Per the finance report</li> </ol>	<p><b>Assumptions to reach goal &amp; beyond:</b></p> <ol style="list-style-type: none"> <li>1. Employees accept the closure plan</li> <li>2. Employees participate in the plan</li> <li>3. That there is a need for assets elsewhere in State government in a timely manner.</li> </ol>
<p><b>PURPOSE:</b> Successfully close out the project in accordance with state and federal regulations and to the benefit of our employees.</p>	<ol style="list-style-type: none"> <li>1. Region approval of all documentation.</li> <li>2. FHWA approval of all documentation.</li> <li>3. 75% of all employees in career enhancing positions per the Employee Database.</li> </ol>	<ol style="list-style-type: none"> <li>1. Region approval letter received.</li> <li>2. FHWA approval letter received.</li> <li>3. Match reassignment results to Employee Database.</li> </ol>	<p><b>Assumptions to achieve purpose:</b></p> <ol style="list-style-type: none"> <li>1. Region Staff available to process packages in a timely manner.</li> <li>2. FHWA reviews the submittals in a timely manner.</li> <li>3. Employees communicate changing career goals.</li> <li>4. Acceptable positions available when needed.</li> </ol>
<p><b>OUTCOMES:</b></p> <ol style="list-style-type: none"> <li>1. Complete all documentation required for project closure.</li> <li>2. Reassign all project staff in a manner that supports project delivery.</li> <li>3. Decommission Facilities and Equipment.</li> <li>4. Communicate the plan to employees and region managers through project closure.</li> </ol>	<p><b>OUTCOME MEASURES:</b></p> <ol style="list-style-type: none"> <li>1a) All packages complete on time per the project documentation checklist.</li> <li>1b) All documents properly archived on time per the documents properly distributed on time per the documentation schedule.</li> <li>1c) All documents properly distributed on time per the documentation schedule.</li> <li>2a) Workforce budget meets baseline in accordance with the finance plan timelines.</li> <li>2b) Changes in employee status occur within 30 days of workforce planning tool date.</li> <li>3a) No costs incurred for office space 30 dys after it is vacated.</li> <li>3b) No costs incurred for unused equipment 30 days after it is no longer needed on the project.</li> <li>4a) Closure plan update newsletter sent out quarterly</li> </ol>	<ol style="list-style-type: none"> <li>1a) Project documentation schedule</li> <li>1b) Documentation checklist</li> <li>2a) Finance Report</li> <li>2b) Employee Database</li> <li>2c) Workforce planning tool</li> <li>3a) Finance Report</li> <li>4a) Newsletter sent on schedule</li> </ol>	<p><b>Assumptions to produce outcomes:</b></p> <ol style="list-style-type: none"> <li>1a) Project employees remain with the Team until planned transition date.</li> <li>1b) Any Changes in documentation requirements are communicated to the project office.</li> <li>2a) Project employees remain with the Team until planned transition.</li> <li>2b) Employees contribute to database setup.</li> <li>2c) Employees communicate desired changes to database in a timely manner.</li> <li>3a) Real Estate Service has staff and funding available to manage property disposal.</li> <li>3b) Region Stores has staff and funding to work disposal issues.</li> <li>4a) Project staff available.</li> </ol>

INPUTS: <i>How team will produce outcomes</i>			Schedule (in weeks, months, etc.)													Assumptions for activities			
Activities	Responsibilities	Resources																	
<b>1. Complete all documentation required for project closure.</b>																			
1.1 Determine Federal requirement for documentation	Danks																		
1.2 Build documentation database	Danks																		
1.3 Compile documents required	Danks																		
1.4 Complete documents packages for Regions	Danks																		
1.5 Complete documents packages for FHWA	Danks																		
1.6 Transmit document packages																			
<b>2. Reassign all project staff in a manner that supports project delivery.</b>																			
2.1 Develop questionnaire	Ireland/ Cutler																		
2.1.1 Consult HR	Ireland/ Cutler																		
2.1.2 Draft questions	Ireland/ Cutler																		
2.1.3 Review questions with managers	Ireland/ Cutler																		
2.1.4 Finalize questionnaire	Ireland/ Cutler																		
2.2 Present questionnaire to all staff	Soderquist																		
2.3 Develop Employee database	Melchior																		
2.4 Populate employee database based on questionnaire information.	Melchior																		
2.5 Consult with Region Managers on future employee opportunities.	Ireland/ Moon																		
2.6 Consult with Parametrix on future employee opportunities	Cutler																		
2.7 Match opportunities to employee career goals	Melchior																		
2.8 Meet with employees to discuss results	Soderquist																		
2.9 Develop training plans as required	Manager																		
2.10 Monitor database for employee changes	Manager																		
<b>3. Decommission Facilities and Equipment</b>																			
3.1 Vacate facilities																			
3.1.1 Generate summary project schedule for facilities and equipment use	Danks																		
3.1.2 Overlay facilities onto summary schedule	Danks																		