

ATTACHMENT N  
NATIONAL PARK SERVICE  
HARPERS FERRY CENTER  
PROJECT AGREEMENT TEMPLATE

9 PAGES

Please NOTE: Items in *[brackets]* need to be completed.

**National Park Service  
U.S. Department of the Interior**

**Harpers Ferry Center**

**Project Agreement for Long-Range Interpretive Plan**

***[Name of Park]***

**Long-Range Interpretive Plan (LRIP)**

Park Acronym: [ ]

Package Number: [ ]

PMIS Number: [ ]

Tentative Issue Date: [ / / ]

Revision Information: *[If this is a revision, briefly describe]*

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## **Project Agreement Policy**

The Project Agreement consolidates primary information and agreements related to the project. By providing team members and managers with clear information on the scope of the project, team member roles, proposed work plan, budget, and schedule, the project can proceed in a coordinated, effective way.

### ***Approval Process***

Approving officials listed on the approval page may either sign electronically, using Lotus Notes, or send a printed and signed paper copy, or a signed Lotus Notes e-mail approval memo to \_\_\_\_\_. The memos will be entered into the Project Agreement database. If either party requires handwritten signatures, original signature pages will be maintained in the HFC Programs Office. Current approval dates will appear on the approvals page.

### ***Amendment Process***

Minor revisions to this agreement can be made through e-mail between HFC and the park. If either party desires major revisions, a new or amended agreement should be prepared and approved.

### ***Warranty Statement***

National Park Service is committed to providing interpretive media services and products which will serve the long-term needs of the park. The park's satisfaction with the services provided by NPS staff and the ultimate usefulness of the interpretive media and interpretive plan are of paramount importance.

### ***American Indian Participation***

All projects involving American Indian content or issues should include an appropriate team member to represent those interests.

**Project Agreement Approvals**

Don Kodak  
Director, Harpers Ferry Center

[Name]  
Superintendent

[Name]  
Regional Director

## **Project Background and Objectives**

*[Provide a brief background of the project. Describe project initiation, funding, funding source, general scope of the plan, type of plan, and overall objectives of the project.]*

## **Project Work Plan**

*[Describe the overall strategy for accomplishing this project. Include major milestones and products (scoping, foundation, team draft, final draft, final document), key responsibilities (e.g., primary park contact/coordinator, workshop facilitation, record keeping, determining workshop participation, decisions on plan content), and document production. In other words, summarize how the project will be accomplished, and who will do what (details of responsibilities will be described in a subsequent section). Include key target dates (detailed schedule will be in a subsequent section). ]*

## Project Team

Name/Title/Organization

Project Role/Responsibility

*[List Name/Title/Organization. If a specific person has not yet been identified, or several individuals will be included (e.g., subject matter experts), list by category with descriptive information for Title and Organization.]*

*[Specifically describe roles and responsibilities for this project for each person involved. Include as needed: points-of-contact, workshop facilitation, workshop logistics, workshop recording, workshop attendance, reviews of drafts, consolidation of team comments, writing, project coordination, project management, document preparation, and/or subject matter expertise.]*

## Project Schedule

### # Project Event or Milestone

**Start Date    End Date**

*[List significant project milestones, such as the following: project agreement, project scoping, foundation workshop, foundation document draft, foundation draft review comments received, foundation draft review comments incorporated, recommendations workshop, team draft, team draft review comments received, team draft review comments incorporated, final draft sent, final draft comments received, final document printed and sent.]*

## Project Budget

The general budget outlined below is for HFC employees who will be involved with this LRIP project. Any expenses incurred by [park] staff, other NPS field staff, or park partners will be covered by park account/s. Travel expenses (only) by participants from the [*Regional Office*] will be covered by [park] funds.

*[List Total Budget Amount]*

Fiscal Year *[Describe all budget items for this contract. Organize by general project milestone (e.g., scoping, foundation, team draft, final draft, final document) and major project staff, activity, and products (e.g., planner, media specialist, administrative support, travel, document preparation and publishing). Activities such as administrative support that occur throughout project may be listed as a single item. Identify fiscal year expenditure will occur.]* Amount