

CMO PROJECT MILESTONE SCHEDULE

PURPOSE: The **Project Milestone Schedule** is a tool to help you know when you need to meet CMO program milestones and to think about the timing and sequence of the project milestones your project needs to have in place to have your project be successful. **This template will be included in your voucher agreement** and will help to track progress towards your project plan. *Your project milestone schedule can be modified and updated over the voucher agreement term.*

INSTRUCTIONS: To complete your Project Milestone Schedule, fill out the template below. Items marked **RED** are requirements, and items color-coded **BLUE** are for you to modify:

1. Mark the **milestone number (Column A)**, **description of the milestone to achieve (Column B)**, and the **month number (Column C)** in which you plan to achieve the milestone over the 5-year voucher agreement term, starting with Voucher Execution (0 month). Please leave Calendar Date (Column D) blank. You can insert actual calendar dates (Column D) after your voucher has been executed.
2. Add in milestones and details for your project that are other additional steps critical to achieving launch within 15 months from project kick-off meeting.
3. Add/modify rows to this template, as appropriate, based on your project plan. At a minimum, you may use this template as your project milestone schedule, but you are encouraged to modify this template to suit your project.
4. Include work start dates as individual milestones for sub-contractors and other partners.

NOTE 1: Key CMO Program Requirements with deadlines are already in the template; you may meet these deadlines sooner than listed, but no later than those listed in order for you to meet the project launch deadline of within 1 year of voucher execution.

NOTE 2: Quarterly status reporting and payment reimbursements templates will be distributed to awardees at a later date, and are intended as opportunities to reflect the progress made on each of the project milestones.

DEADLINE: Submit your completed Project Milestone Schedule to: admin@cleanmobilityoptions.org in Word or Excel Format **PRIOR TO VOUCHER EXECUTION** in order to include in your voucher agreement.

[INSERT LEAD APPLICANT'S NAME]			
PROJECT MILESTONE SCHEDULE OVER 5-YEAR MOBILITY PROJECT VOUCHER TERM			
A. MILESTONE NUMBER	B. DESCRIPTION OF MILESTONE TO BE ACHIEVED	C. MONTH NUMBER ACHIEVED	D. CALENDAR DATE [ADD AFTER VOUCHER EXECUTION]
Voucher Agreement Execution – COMPLIANCE			
1	Voucher agreement executed.	0 months	[Input AFTER Voucher executed]



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2	Project Kick-Off Meeting: Project must be deemed insurance compliant by the Program Administrator.	60 days (Program Requirement)	[Input AFTER Voucher executed]
3	Secure contract with a Mobility Provider. Provide proof of contract to the Program Administrator that a mobility provider is secured and under contract.	3 months (Program Requirement)	[Input AFTER Voucher executed]
1st Funding Year - PLANNING ([Kick-off meeting date] - 15 months) (Launch is required by 15th month)			
[insert number]	Acquire all planned CMO-funded vehicles and submit for reimbursement.	15 months (Program Requirement)	[Input AFTER Voucher executed]
[insert number]	Complete final installation of all planned CMO-funded infrastructure and submit for reimbursement.	15 months (Program Requirement)	[Input AFTER Voucher executed]
[insert number]	Launch mobility service. Intended users of the service start using the service (if services have not already been launched).	15 months (Program Requirement)	[Input AFTER Voucher executed]
[insert number]	[Add additional rows within the first 15 months, as needed, with milestone details you wish to include.]	[insert month number]	[Input AFTER Voucher executed]
2nd Funding Year - OPERATION YEAR 1			
[insert number]	Continue operating mobility service in compliance with CMO T&Cs.	15 -24 months (Program Requirement)	[Input AFTER Voucher executed]
[insert number]	[Please add additional milestones needed to sustain operations.]	[insert month number]	[Input AFTER Voucher executed]
[insert number]	[Add additional rows as needed.]	[insert month number]	[Input AFTER Voucher executed]
3rd Funding Year - OPERATION YEAR 2			
[insert number]	Continue operating mobility service in compliance with CMO T&Cs	25 -36 months (Program Requirement)	[Input AFTER Voucher executed]



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[insert number]	[Please add additional milestones needed to sustain operations.]	[insert month number]	[Input AFTER Voucher executed]
[insert number]	[Add additional rows as needed.]	[insert month number]	[Input AFTER Voucher executed]
4th Voucher Year - OPERATION YEAR 3			
[insert number]	Continue operating mobility service in compliance with CMO T&Cs.	37 -48 months (Program Requirement)	[Input AFTER Voucher executed]
[insert number]	[Please add additional milestones needed to sustain operations.]	[insert month number]	[Input AFTER Voucher executed]
[insert number]	[Add additional rows as needed.]	[insert month number]	[Input AFTER Voucher executed]
5th Voucher Year (Only CMO Admin Funding) - OPERATION YEAR 4			
[insert number]	Continue operating mobility service in compliance with CMO T&Cs.	49 -60 months (Program Requirement)	[Input AFTER Voucher executed]
[insert number]	[Please add additional milestones needed to sustain operations.]	[insert month number]	[Input AFTER Voucher executed]
[insert number]	[Add additional rows as needed.]	[insert month number]	[Input AFTER Voucher executed]
[insert number]	Voucher Agreement Term Ends.	60 months	[Input AFTER Voucher executed]

