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HSGP IJ PLANNING TEMPLATE	SLCGP SPECIAL INSTRUCTIONS
<p>The IJ Template is useful for the Portfolio and Investment section questions. For the project section, applicants should use the Project Worksheet to record all proposed projects. The Project Worksheet is available at <a href="http://grants.gov">grants.gov</a>. The template allows applicants to use spelling and grammar as well as character count functions available in MS Word during the IJ development process. To ensure adherence with formatting requirements, applicants are strongly encouraged to utilize these functions prior to copying text from MS Word to the Grant Reporting Tool (GRT). Please note that character count limits include spacing and all forms of punctuation. To simplify the transfer of the narrative information section into the GRT, it is also recommended that applicants save a working copy of this Template, deleting Part III and the Appendix.</p>	<p>The GRT will NOT be used for the SLCGP. Instead, applicants must use the MS Excel version of the Project Worksheet and submit one file for each SLCGP Objective.</p>
<p><b>PART I. PORTFOLIO INFORMATION</b></p>	
<p><i>The portfolio provides the overall context for the investments and projects included in the application. The applicant must answer the two portfolio questions only once.</i></p>	<p><i>The portfolio provides the overall context for the investments and projects included in the application. The applicant must answer the two portfolio questions only once. The responses should be copied into each of the IJs.</i></p>
<p><b>I. A. Describe how this portfolio of investments and projects addresses gaps and/or sustainment in the Threat and Hazard Identification Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR).</b></p>	
<p><u>Guidance for Completing this Section (2500 character limit):</u></p> <p>For purposes of the State Homeland Security Program (SHSP) and the Urban Area Security Initiative (UASI), DHS/FEMA requires states, territories, and Urban Areas to prioritize grant funding to support closing capability gaps or sustaining capabilities identified in the THIRA and SPR process (formerly known as the State Preparedness Report). Each IJ must describe how proposed investments will help build or sustain capabilities (SPR step 1) and/or address capability gaps and sustainment needs (SPR step 2) to help them achieve capability targets (THIRA step 3). IJs may also describe how proposed investments will help address functional area gaps identified in the SPR that may not be directly tied to capability targets.</p> <p>At a high level, applicants should identify the relevant portions of their THIRA/SPR that most of the activities in the investment will address. Then applicants must identify how the proposed investment will address one or more of the capability gaps identified in the most recent SPR. The specific capability gap as found in the SPR must be noted in the investment. The applicant should then</p>	<p>A 2500 character limit is allowed for this response.</p> <p>Guidance for Completing this Section:  <b>THIS SECTION IS NOT REQUIRED IF ELIGIBLE ENTITIES IS REQUESTING AN EXEMPTION FROM SUBMITTING A CYBERSECURITY PLAN (SEE NOTICE OF FUNDING OPPORTUNITY PAGE 22 FOR MORE DETAILS ON THE EXEMPTION PROCESS).</b>                      If an exemption is being requested, please state “Exemption requested. Section will be updated when Cybersecurity Plan is submitted for review and approval.”                      Applicants will be required to update this section once the Cybersecurity Plan is submitted for review, along with updated individual projects.  <b>THE FOLLOWING ASSESSMENT IS REQUIRED IF AN eligible entity IS SUBMITTING A CYBERSECURITY PLAN FOR REVIEW BY CISA.</b></p>

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specifically describe why those proposed activities outlined within the investment are a priority for the applicant.

## SLCGP SPECIAL INSTRUCTIONS

Applicants should briefly describe the capabilities of the SLT agencies across the eligible entity related to the required elements of the Cybersecurity Plan. Note the inclusion of the priority Cybersecurity Best Practices. The description should provide the framework for all investment requests provided within the IJ. It is important to provide the best possible assessment of capabilities of SLT entities within the eligible entity, not only the eligible entity itself. In the case of states, this means including local entities, providing a state-wide assessment of capabilities specifically related to the required elements of the Cybersecurity Plan. Wherever possible, applicants should cite the source (e.g., assessment, survey, exercise) used to evaluate each capability.

**Use the list of elements below as headers for each section or subsection, to the extent practicable and as applicable.**

1. Manage, monitor, and track information systems, applications, and user accounts
2. Monitor, audit, and track network traffic and activity
3. Enhance the preparation, response, and resilience of information systems, applications, and user accounts
4. Implement a process of continuous cybersecurity vulnerability assessments and threat mitigation practices prioritized by risk
5. Adopt and use best practices and methodologies to enhance cybersecurity
  - Implementation of multi-factor authentication.
  - End the use of unsupported/end of life software and hardware that are accessible from the Internet.
  - Prohibition against use of known/fixed/default passwords and credentials.
  - Ensure the ability to reconstitute systems (backups); and
  - Migration to the .gov internet domain.
  - Implement enhanced logging.
  - Data encryption for data at rest and in transit.
6. Promote the delivery of safe, recognizable, and trustworthy online services, including through the use of the .gov internet domain
7. Ensure continuity of operations including by conducting exercises
8. Identify and mitigate any gaps in the cybersecurity workforces, enhance recruitment and retention efforts, and bolster the knowledge, skills, and abilities of personnel (reference to NICE Workforce Framework for Cybersecurity)

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					9. Ensure continuity of communications and data networks in the event of an incident involving communications or data networks 10. Assess and mitigate, to the greatest degree possible, cybersecurity risks and cybersecurity threats relating to critical infrastructure and key resources, the degradation of which may impact the performance of information systems 11. Enhance capabilities to share cyber threat indicators and related information between the eligible entity and the Department 12. Leverage cybersecurity services offered by the Department 13. Implement an information technology and operational technology modernization cybersecurity review process that ensures alignment between information technology and operational technology cybersecurity objectives 14. Develop and coordinate strategies to address cybersecurity risks and cybersecurity threats 15. Ensure rural communities have adequate access to, and participation in plan activities 16. Distribute funds, items, services, capabilities, or activities to local
<b>I. B. Identify the amount and percentage of funding that will be allocated for Management and Administration expenditures.</b>					
Note: The total Management and Administration (M&A) amount and total M&A percentage <b>will not</b> be automatically calculated in the table below. The GRT will automatically calculate the total when applicants transfer their answers. The total M&A percentage may not exceed 5% of the allocated funding. Please note that M&A should be calculated at the portfolio level per funding source (e.g., [State Homeland Security Program (SHSP) or Urban Area Security Initiative (UASI)]) and not at the individual Investment level. Any M&A funds retained for the administration of the Operation Stonegarden Program will be reported in the Bi-annual Strategy Implementation Report (BSIR).					Note: The total Management and Administration (M&A) amount and total M&A percentage <b>will not</b> be automatically calculated in the table below. As the GRT is not being used, applicants will have to calculate the total M&A manually. Please note that M&A should be calculated at the portfolio level – all of SLCGP – and not at the individual Investment level.
Program	Requested Amount	M&A Amount	M&A Percentage	Subtotal (Requested Amount + M&A)	
SHSP	\$	\$	%	\$	Do not enter any figures here.
UASI	\$	\$	%	\$	Do not enter any figures here.
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	Enter figures only in the Total row.

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PART II. SPECIFIC INVESTMENT INFORMATION			
<b>II. A. Provide the Investment name:</b> (100 character limit)		Insert the related objective (i.e., “Objective 1”, “Objective 2”, “Objective 3” or “Objective 4”). No additional text is needed.	
<b>II. B. Investment Type:</b> Choose one of the following from the GRT dropdown menu: Consolidated Fusion Center Investment, Consolidated Cybersecurity Investment, or Standard Investment		Select “Consolidated Cybersecurity Investment” from the dropdown menu.	
Please note that all fusion center-related funding requests <b>must be consolidated into a single investment per funding source</b> (e.g., SHSP or UASI) in which recognized fusion centers reside. The consolidated fusion center Investment per funding source must address direct funding support for the recognized fusion center. For a list of recognized fusion centers, please see ( <a href="http://www.dhs.gov/fusion-center-locations-and-contact-information">http://www.dhs.gov/fusion-center-locations-and-contact-information</a> ). Also note that there must be at least one investment in support of the state, urban area or territory’s cybersecurity efforts.		N/A	
<b>II. C. What is the funding source for this investment:</b> Each investment must identify a programmatic funding source (SHSP or UASI). If a project will use multiple sources of funding, separate the amounts of funding from each source under different investments. If UASI funds are used by the eligible entity in support of the Urban Area, the eligible entity must, as part of the up to 10 UASI investments, propose an investment describing how UASI funds will be used by the eligible entity to directly support the Urban Area.		N/A	
<b>Funding Source</b>		<b>Funding Amount</b>	
Proposed Funding Source ( <i>Select One</i> )		\$	N/A
<b>Proposed Amount</b>		\$	<b>Enter total proposed funding for the entire investment (i.e., all projects associated with SLCGP Objective)</b>
<b>II. D. How much of this Investment will be obligated towards Law Enforcement Terrorism Prevention Activities (LETPA)?</b> \$		<b>How much of this investment will be obligated towards local and rural governments?</b> <b>Enter the local total followed by the rural total, using “/” between the two numbers. For example: \$100/\$50</b>	
Per section 2006 of the <i>Homeland Security Act of 2002</i> , as amended, (6 U.S.C. § 607), FEMA is required to ensure that at least 25 percent (25%) of grant funding appropriated for the Homeland Security Grant Program are used for LETPA. FEMA meets this requirement, in part, by requiring all SHSP and UASI recipients to ensure that at least 25% of grant funding appropriated for grants awarded under HSGP's authorizing statute is used for LETPA. The LETPA allocation can be from SHSP, UASI or both. This requirement does not include award funds from OPSG.		LETPA does not apply to SLCGP but all eligible entities that receive an SLCGP grant are required to ensure that at least 80% of grant funding appropriated for the SLCGP are obligated or otherwise made available to local governments. Additionally, at least 25% of grant funding appropriated for the SLCGP must be obligated or otherwise made available to rural governments within the jurisdiction of the eligible entity, consistent with their Cybersecurity Plan.	
<b>II. E. Describe the investment, specifically how it addresses gaps and/or sustainment in the Threat and Hazard Identification Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR).</b>		The purpose of this section is to describe how projects for each investment (e.g., Objective 1) align to the entity’s Cybersecurity Plan. It	

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<p>Guidance for Completing this Section (2500, character limit): At a high level, applicants should identify the relevant portions of their THIRA/SPR that most of the activities in the investment will address. Then applicants must identify how the proposed investment will address one or more of the capability gaps identified in the most recent SPR. The specific capability gap as found in the SPR must be noted in the investment. The applicant should then specifically describe why those proposed projects outlined within the investment are a priority for the applicant.</p>	<p>also allows the applicant to describe how implementing the plan will be measured (metrics).</p> <p>Guidance for Completing this Section: The purpose of this section is to describe how projects for each investment (e.g., Objective 1) align to the entity’s Cybersecurity Plan. It also allows the applicant to describe how implementing the plan will be measured (metrics).</p> <p><b>IF AN EXEMPTION FROM THE CYBERSECURITY PLAN IS REQUESTED IN SECTION I.A. (SEE THE NOTICE OF FUNDING OPPORTUNITY PAGE 22 FOR MORE DETAILS ON THE EXEMPTION PROCESS)</b></p> <p>If an exemption is being requested, please state “Exemption requested. Section will be updated when Cybersecurity Plan is submitted for review and approval.”</p> <p>Applicants will be required to update this section once the Cybersecurity Plan is submitted for review, along with updated individual projects.</p> <p><b>IF AN EXEMPTION FROM THE CYBERSECURITY PLAN IS NOT REQUESTED</b></p> <p><b>A. Cybersecurity Plan Alignment</b></p> <ul style="list-style-type: none"> <li>• Applicants should list each project and reference the specific sections of their Cybersecurity Plan that each of the projects within this investment are aligned. The applicant should use page numbers and identify specific sections of their Cybersecurity Plan to aid the reviewer in the analysis of the response provided.</li> <li>• Then applicants must identify how the proposed project will address one of the capability gaps referenced in section I.A. The applicant should then specifically describe why those proposed activities outlined within the IJ are a priority for the applicant.</li> </ul> <p><b>B. Performance Metrics</b></p> <ul style="list-style-type: none"> <li>• Applicants must provide the metrics described in their Cybersecurity Plan.</li> <li>• For each metric, applicants must define key terms, identify the source of the data, how the data is collected, the frequency of data collection, and association to any specific projects, if applicable.</li> </ul>
<p><b>PART III. PROJECT INFORMATION</b></p> <p>All requested funding must be associated with specific projects. For each project, several pieces of information, or attributes, must be provided to submit the project for consideration in the application. The tables below list each attribute, followed by a description and a set of instructions for the applicant to follow to provide the appropriate information.</p>	<p>All requested funding must be associated with specific projects. For each project, several pieces of information, or attributes, must be provided to submit the project for consideration in the application. The tables below</p>

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<p>To prepare for completing the IJ in the GRT, applicants should utilize the Project Worksheet (<a href="http://www.fema.gov/grants">http://www.fema.gov/grants</a>) to plan their applications and to record the necessary information for each project. The Project Worksheet is divided into two tabs: Baseline Project Information and Project Implementation. Once applicants provide a name for a project on the Baseline Project Information tab, the name will auto-populate on the Project Implementation tab.</p> <p>The Project Worksheet provides drop-down selections for several of the project attributes. The applicant may then use the information collected in the worksheet for rapid transfer to the GRT interface. Each project will be given a unique identifier as it is submitted via the GRT. Applicants should keep a record of the project identifiers as they will be required to report on each project using that identifier.</p>			<p>list each attribute, followed by a description and a set of instructions for the applicant to follow to provide the appropriate information.</p> <p>As previously stated, the GRT will not be used, and applicants must submit one Project Worksheet for each SLCGP objective.</p> <p>The Project Worksheet is divided into two tabs: Baseline Project Information and Project Implementation. Once applicants provide a name for a project on the Baseline Project Information tab, the name will auto-populate on the Project Implementation tab.</p>
<b>III. A. Project Alignment to Core Capability Gaps</b>			
<p>The first section of project attributes contains basic information about how the projects support or build core capabilities. These attributes are required for every project. If an attribute is left blank in the GRT an error message will appear and the applicant will not be able to submit the application.</p> <p>The GRT will provide a list of sub-recipients from previous awards. Alternatively, the applicant will have the opportunity to add a new subrecipient to the list. The attribute of 'Sub-recipient type' will be auto-populated based on the sub-recipient selection. The applicant must ensure that 80% of the award funds are passed through to local entities.</p> <p>For additional information on the <a href="#">National Preparedness Goal</a> (NPG) and core capabilities, please visit <a href="https://www.fema.gov/national-preparedness-goal">https://www.fema.gov/national-preparedness-goal</a>.</p>			
Attribute Name	Description	Application Instructions	
Project Name	Descriptive identifier of the project	Provide a title for specified project (100 character maximum). The title must reflect the nature of work to be completed under the project.	<p>Provide a title for specified project (100 character max). Title must reflect nature of work to be completed under the project.</p> <p><b>Multi-entity projects:</b> Include “multi-entity” at the beginning of the project name.</p>
Project Description	Descriptive narrative of the project	Provide a brief narrative describing the project at a high level (1500 character maximum). Identify the National Incident Management System (NIMS) typed resource if any, that is supported by this project. Refer to the Resource Typing Library Tool at <a href="http://www.fema.gov/resource-management-mutual-aid">http://www.fema.gov/resource-management-mutual-aid</a> .	<p>Provide a brief narrative describing the project at a high level. (15001500, chars.) NIMS typed resource does not apply.</p> <p>The first line must identify the required element(s) of the cybersecurity plan the project addresses (see Appendix C of the NOFO). Simply include the number of the required element(s) in brackets separated by a comma. For example: [1,5]. If the project supports the plan development specifically, include [Plan Development].</p>

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			<p><b>Multi-entity projects: Group project must explicitly include the following in their description:</b></p> <ul style="list-style-type: none"> <li>• A description of the overarching multi-entity project;</li> <li>• The other eligible entities and all participating SLT entities and identify the division of responsibilities amongst the multi-entity group;</li> <li>• The distribution of funding from the grant among the eligible entities that comprise the multi-entity group, to include any sub-awards made to local entities; and</li> <li>• How the eligible entities that comprise the multi-entity group will work together to implement the Cybersecurity Plan of each of those eligible entities.</li> </ul>
<b>Attribute Name</b>	<b>Description</b>	<b>Application Instructions</b>	
Recipient Type	State or local recipient for purposes of meeting the 80% pass through requirement	This attribute will auto populate in the GRT based on what state agency or subrecipient is selected.	Input either "State" or "Local".
Project Location	Zip code of the primary location of the project	Provide the 5-digit zip code where the project will be executed. The project location could be distinct from the sub-recipient address.	Provide the 5-digit zip code where the project will be executed. The project location could be distinct from the sub-recipient address.
Primary Core Capability	Primary core capability that the project will impact	Every project must support a core capability. Select the primary core capability associated with this project.	<p>Every project must support a SLCGP Objective. The dropdown box in the Project Worksheet is limited to the Core Capabilities. Use the following options to identify the primary SLCGP objective associated with the project:</p> <p>Objective 1 = Planning  Objective 2 = Threats and Hazards Identification  Objective 3 = Cybersecurity  Objective 4 = Operational Collaboration</p>
Sustain or Build	Indicates whether the project will sustain or build a core capability	Select "build" if this project focuses on starting a new capability or the intent of the project is to close a capability gap (i.e., taking the core capability as a whole from an SPR score 1 to a 2), or "sustain" if the purpose of the project strictly maintains a core capability at its existing current level (i.e., the project does not move the core	Select "build" if this project focuses on starting a new capability or the intent of the project is to close a capability gap or "sustain" if the purpose of the project strictly maintains an existing capability at its existing current level.

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		capability as a whole neither up nor down from its existing SPR score).	
Deployable	Indicates if the assets or activities of the project are deployable to other states.	Is the core capability supported by this project deployable to other jurisdictions? (Yes/No)	Select "Yes" the project supports multiple jurisdictions (e.g., multiple cities), entities across the entire eligible entity (e.g., state providing service to local entities), or is a multi-entity project. Select "No" if the project primarily supports a single entity.
Shareable	Indicates if the assets or activities of the project are shareable within the state or with other states because the activities assets are not physically deployable.	Is the core capability supported by this project shareable with other jurisdictions? (Yes/No)	N/A
<b>III. B. Project Alignment to Solution Areas</b>			
The grant funded activities of every project must align to the HSGP solution areas: Planning, Organization, Exercises, Training and/or Equipment (POETE). A project may have activities in more than one solution area. For the POETE funding amounts the GRT will automatically calculate the total amount as you enter funding amounts. For additional information on the allowable cost categories, please refer to the HSGP NOFO.			Complete the following section as originally designed.  The grant funded activities of every project must align to the SLCGP solution areas: Planning, Organization, Exercises, Training and/or Equipment (POETE). A project may have activities in more than one solution area. For the POETE funding amounts the Project Worksheet will automatically calculate the total amount as you enter funding amounts.
<b>Attribute Name</b>	<b>Description</b>	<b>Application Instructions</b>	
Planning	Dollar amount of the project supporting planning	Identify the amount of funds in the project that will be for planning activities.	



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Organization	Dollar amount of the project supporting organization	Identify the amount of funds in the project that will be for organization activities.	
Equipment	Dollar amount of the project supporting equipment	Identify the amount of funds in the project that will be for the purchase of equipment.	
Training	Dollar amount of the project supporting training	Identify the amount of funds in the project that will be for training activities.	
Exercises	Dollar amount of the project supporting exercises	Identify the amount of funds in the project that will be for exercise activities.	
Total	Total dollar amount for the project.	Automatically generated by the GRT from the sum of the POETE cost categories.	
<b>II. C. Project Implementation and Management</b>			
<p>For every project, identify the baseline for project implementation according to whether it builds on a previous investment. Not all projects will be linked to previous investments. Next, determine the appropriate project management phase. For new projects, this will likely be the 'initiate' or 'planning' phase. However, if the project builds on a previous investment, the project may be in a more advanced execution"" or 'control"" phase. As the project is implemented the recipient will be expected to report on the progress of the project through the management phases. Please reference Appendix A for a detailed description of the Project Management Life-cycle.</p> <p>The applicant will then be required to provide start and end dates for the project, within the 36 month period of performance. Finally, indicate whether the activities of the project will require new construction or renovation, retrofitting, or modification of existing structures. This project attribute is required as some project activities may require extensive environmental review which can affect when implementation can begin.</p>			This section does not apply to the SLCGP.
<b>Attribute Name</b>	<b>Description</b>	<b>Application Instructions</b>	
Does the Project Support a Previously	Indicates whether the project is related to an investment	Select yes if the current project is a continuation of an existing investment that has used grant funds for implementation from previous DHS/FEMA awards.	

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Awarded Investment?	awarded in a previous year.		
If yes, from which year?	Fiscal year of the previous award.	If the project is a continuation of a previous investment, select the specific investment from the list.	
If Yes, which investment?	The previously awarded investment that the project supports.	If the project is a continuation of a previous investment, select the specific investment from the list.	
What is the Last Completed milestone of the previous investment?	A description of the last completed milestone from the previously awarded investment.	Please refer to the investment identified above and then identify the last completed milestone from that investment. (250 character maximum)	
Project Management Step	The current Project Life-cycle phase of the previously awarded investment, or the new project.	Select the most applicable step.	
Start Date	Start date of the project/ previously Awarded Investment	Provide the approximate start date of the project, based on the expected notification of an award. If the project is a continuation of a previous investment, provide the approximate start date of that investment.	
End Date	End date of the project/ previously awarded investment	Provide the approximate end date of the project. If the end date is the end of the expected period of performance, provide that.	

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Construction Activity	Indicates whether activities of the project will involve construction, renovation, retrofitting or modifications to an existing structure.	Select yes if the project may involve construction related activity.	
APPENDIX A. PROJECT MANAGEMENT LIFE-CYCLE			
<p>The standard definition of a project is a temporary endeavor with a defined beginning and end (usually time-constrained, and often constrained by funding or a deliverable), undertaken to meet unique goals and objectives, typically to bring about beneficial change or added value. Applying this standard to projects using preparedness grant funds, a project is a related set of activities and purchases supporting the building or sustaining of core capabilities; and is associated with a single entity responsible for execution.</p> <p>This approach will allow DHS/FEMA and applicants to categorize the grant funded project as a discrete unit for post-award management, reporting, and monitoring purposes. The main steps and processes of the Project Management Life-cycle are summarized in this table:</p>			
Steps	Description	Process	
Initiate	The authorization to begin work or resume work on any particular activity.	Involves preparing for, assembling resources and getting work started. May apply to any level, e.g., program, project, phase, activity, task.	
Steps	Description	Process	
Execute	The period within the project life-cycle during which the actual work of creating the project's deliverables is carried out.	Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.	

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Control	A mechanism which reacts to the current project status to ensure accomplishment of project objectives. This involves planning, measuring, monitoring, and taking corrective action based on the results of the monitoring.	Involves exercising corrective action as necessary to yield a required outcome consequent upon monitoring performance. Or the process of comparing actual performance with planned performance, analyzing variances, evaluating possible alternatives, and taking appropriate correct action as needed.	
Close Out	The completion of all work on a project. Can also refer to completion of a phase of the project.	Involves formally terminating and concluding all tasks, activities, and component parts of a particular project, or phase of a project.	
For additional information on the Project Management Life-cycle, please visit Project Management Institute's (PMI) <i>A Guide to the Project Management Body of Knowledge</i> (PMBOK Guide) at <a href="http://www.pmi.org/PMBOK-Guide-and-Standards.aspx">http://www.pmi.org/PMBOK-Guide-and-Standards.aspx</a> . Specifically, applicants are encouraged to reference Chapter three of the PMBOK Guide, <i>The Standard for Project Management of a Project</i> .			