

Team Work Plan

Rural Planning and Economic Development | PLAC 5500-001 / LPPP 5559-001 | Fall 2026

A working plan for scope, evidence, responsibilities, review, and delivery

DUE: September 16, 2026, at the start of class		COURSE WEIGHT: Supports the 20% Work Plan review
Rule: Promise only what the team can responsibly deliver. Keep the complete ambition visible, then distinguish the semester commitment, aspirational work, and items outside scope.		
Team / project		
Community / client		
Client liaison		
Faculty contact	Tyler Hinkle, AICP	
Version / date		

1. Client question and intended use

Client question in plain language
Who will use the product, for what decision, and when?

2. Scope

Complete ambition: the full opportunity if time, data, and capacity were unlimited
Committed semester scope: what the team promises to deliver
Aspirational scope: valuable work attempted only after the commitment is secure
Out of scope and unresolved client questions

3. Deliverables and acceptance criteria

Deliverable / component	Intended user	Format	Evidence needed	Reviewer	How we know it is usable

4. Workstreams, owners, and dependencies

Workstream	Lead	Support	Input / source	Dependency	Review point	Next action

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5. Milestones and review

Course milestone	Course deadline	Team/client review date and owner
Team Agreement and Partner Work Plan	September 16, start of class	
Work Plan, 20% of Total Project	September 23, 12:00 p.m.	
Working Introduction and Document Architecture, 40%	October 7, 12:00 p.m.	
First Substantive Draft, 60%	October 21, 12:00 p.m.	
Staff Review Draft, 80%	November 11, 12:00 p.m.	
Final Product, 100%	December 9, 12:00 p.m.	
Final Presentation	December 9, 3:30 p.m.	

6. Evidence, field work, and permissions

- ☐ Existing plans, codes, reports, maps, and meeting records are inventoried.
- ☐ Data source, date, geography, units, coverage, and limitations are recorded.
- ☐ Field observations and photographs have dates, locations, and provenance.
- ☐ Client-owned or restricted information has an approved storage and sharing path.
- ☐ Drafts will not be released publicly until the relevant client staff authorize release.
- ☐ Material AI assistance will be disclosed and independently checked.

7. Risks and early response

Risk / uncertainty	Likelihood	Effect	Early warning	Response / owner

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