

# Public Investment Plan (PIP) – Project Charter – Proposed Final Scope Of Work

<b>Name:</b>	NECAT City Service - Proactive Coverage of Arts and Community Education Topics
<b>Convener:</b>	Keith Durbin, ITS and Trish Crist, NECAT
<b>Contact:</b>	Keith Durbin <a href="mailto:keith.durbin@nashville.gov">keith.durbin@nashville.gov</a> and (615) 862-6220, and Trish Crist <a href="mailto:trish@necatnetwork.org">trish@necatnetwork.org</a> and (615) 354-1273

**1. If necessary, please provide an updated or revised plan based on the feedback you received from the Public Investment Panel, and the resources you were awarded. If there are no proposed changes to your plan, please indicate so by marking this field as "NO CHANGE".**

NO CHANGE.

**2. Provide a brief outline below of the actions that will be taken to implement the project in FY17, including key milestones, deliverables and project schedule.**

We plan to form the topic-determining selection committee through the research, invitation, and decision by the NECAT board and staff by September 1. As we hope this will be an ongoing service to the city to proactively create TV programming covering local arts and community education topics, members of this committee will be asked to serve a three-year term and be eligible for reinstatement.

- 1st Quarter - Seat the committee, finalize selection criteria, seek applications and nominations of topics
- 2nd Quarter - All 20 episode topics are determined and shoot dates for at least half are scheduled.
- 3rd Quarter - 10 shoots have been completed.
- 4th Quarter - First 10 programs have been edited and finalized and are airing; remaining 10 shoots have been completed and are about to be edited for broadcast.

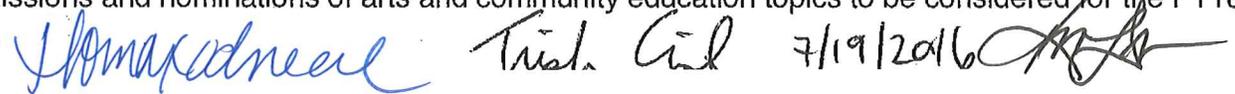
**3. Provide clear and measurable criteria for how you propose that the administration and the PIP panel should evaluate the proposal's success during FY17**

1. We will create a minimum of 20 half-hour TV episodes: 10 arts topics and 10 community education topics
2. The information in each episode will be accurate and have an informational shelf-life of at least one year's repeated broadcast and regular ongoing social media distribution.
3. All 20 topics will be different and represent diverse arts and community education aspects of our community.
4. Based on a survey of the selection committee, each production will rank at least 4 on a 5-point scale with regard to value to the community.
5. At least 25 high school students will be involved in production.
6. Minimum ongoing television broadcast of 3 times per week for each episode as completed, on either or both NECAT's arts channel and education channel, based on topic. Number of broadcasts will be racked in our Tightrope broadcast system.
7. Minimum social media distribution of a post to announce each episode's launch as completed via NECAT's Facebook, Twitter, and Instagram accounts, tagging the schools and arts/education organizations involved. We will do screen shots of NECAT posts and keep a file to document.

**4. Provide an estimated level of completion for the project at the end of its first year – June 30, 2017 (i.e. Planning Stage, Implementation Stage, or Completed). Include specific detail for what that level of completion means for your project, in context of the project milestones outlined in question 3.**

We will have shot all 20 programs and will have edited and finalized a minimum of 10 of them to be up and running in regular TV broadcast on NECAT's arts and education channels and in online distribution by all parties involved by June 30, 2017.

With the goal of this being an ongoing service to the city, by May/June 2017, the committee would be like to be seeking submissions and nominations of arts and community education topics to be considered for the FY18 programming.


 Trish Crist 7/19/2016

## Public Investment Plan Project Charter Agreement

I, Keith Durbin and Trish Crist, convener of the NECAT City Service – Proactive Coverage of Arts and Community Education Topics Public Investment Plan (PIP) hereby agree to abide by the terms and responsibilities contained in this Project Charter Agreement for the implementation, measurement, and evaluation of the approved Public Investment Plan.

### I. Funding

Funding consisting of \$50,000 was allocated to this PIP and will be kept in \_\_\_\_\_, for tracking and evaluation purposes. I acknowledge that the allocated funding is considered non-recurring for Fiscal Year 2017-18, and that continuation funding will be contingent upon satisfactory completion of the terms outlined in this agreement. All parties acknowledge that funding and resources allocated to this PIP were awarded for the sole purpose of fulfilling the objectives outlined in the original plan as submitted to the Public Investment Panel, the Final Scope of Work and Project Charter and therefore, **will not be used for other purposes.**

### II. Evaluation

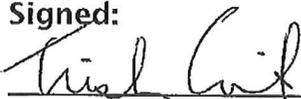
All parties agree to abide by the Project Charter and Project Schedule attached to this agreement. Satisfactory completion of the criteria – to be determined jointly by the Finance Director and Project Convener – will be required in order for the Public Investment Plan to be considered for continuation or additional funding in subsequent fiscal years.

### III. Reporting

It is the responsibility of the Convener to ensure that reporting deadlines are met, and the agreed upon materials are provided at the dates specified in the FY17 Project Charter Schedule. The Convener shall report both the specified financial & performance metrics using the templates provided, and a brief narrative that details how the project is meeting the criteria. This information will be used to inform the Mayor, the Public Investment Panel, and the citizens of Davidson County of the project's success.

The project charter scope of work, evaluation criteria, and evaluation and reporting timeline have been formulated and agreed upon by both parties. Both parties understand that this agreement can be adjusted as required throughout the fiscal year.

Signed:

  
\_\_\_\_\_  
Convener

  
\_\_\_\_\_  
Finance Director



## Public Investment Plan - FY2017 Project Charter Schedule

By signing this document I, as the Convener of this Public Investment Plan (PIP), agree to abide by the schedule outlined below. This schedule has been developed in concert with the Finance Director, and reflects our collective understanding of the Public Investment Plan's Project Schedule.

### 1. Project Charter Finalized- 7/22/16

- Proposed project charter due to Dennise Meyers & OMB Analyst by 07/11/16
- Meet with Finance Director to finalize Project Charter: between July 13 and July 15<sup>th</sup> (time to be determined)
- Final Project Charter, including evaluation criteria completed and signed by 07/22/16

### 2. Project Launch - 07/25/16

### 3. As Convener, I agree to provide the following reports to the Finance Director according to the listed schedule:

**Required Reporting Components (format to be determined):**

- Narrative of current progress
- Performance Metrics
- Financial Tracking Form
- Other information that may be required for reporting to key stakeholders including the Metro Council and citizens. This may include written materials or in-person presentations to these groups.

**Reporting deliverable templates will be provided by 8/1/16**

#### Schedule:

- **1<sup>st</sup> Quarter Report Due - 10/17/16**
- **2<sup>nd</sup> Quarter Report Due - 01/17/17**
- **3<sup>rd</sup> Quarter Report Due - 04/17/17**
- **Year-End Report Due - 07/15/17**

As Convener, I agree to meet with the Finance Director to discuss status of the PIP at any given time during the fiscal year.

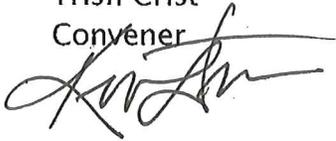
I understand that complying with the terms of the Project Charter Schedule will be considered during upcoming budget processes to determine whether funding will be provided on a recurring basis for this initiative.

Signed:



Trish Crist

Convener



Talia Lomax-O'dneal

Finance Director