

Life Cycle Planning Tool

PHASE	NARRATIVE
<i>Pre-planning</i>	<i>Provide the name and contact information of the Project Manager and an alternate for the project. Provide a 1-2 sentence summary of the project (e.g., replacement of 30-year old LMR system, software upgrade for existing system).</i>
<i>Planning</i>	<i>Provide a project narrative, including the intended impact on public safety communications (e.g., expand coverage, increase capacity, upgrade equipment, replace system, purchase devices), and a list of stakeholders/entities involved.</i>
<i>Acquisition</i>	<p><i>Provide a detailed scope of work and a projected project budget, including equipment planned for purchase.</i></p> <p><i>Capital Costs</i></p> <p><i>Federal</i> _____</p> <p><i>State</i> _____</p> <p><i>Local</i> _____</p> <p><i>Other</i> _____</p> <p><i>Ongoing Costs</i></p> <p><i>State</i> _____</p> <p><i>Local</i> _____</p> <p><i>Other</i> _____</p> <p><i>Provide information on any in-house or prospective vendor-provided services needed and how those services will facilitate completion of the project on schedule and on budget.</i></p> <p><input type="checkbox"/> <i>In-House</i> _____</p> <p><input type="checkbox"/> <i>Vendor</i> _____</p>
<i>Maintenance and Operations</i>	<i>Describe how equipment and ongoing costs (e.g., repairs, purchase of additional equipment, software upgrades) will be maintained and sustained over time. Include necessary costs and if there will be additional contributing entities, after the grant period of performance has ended.</i>
<i>Refreshment</i>	<i>Describe the expected timeline for refreshment and replacement, and how such costs and upgrades will be funded.</i>
<i>Disposition</i>	<i>Describe the process for the proper disposition of equipment (e.g., what laws should be followed or other procedures as directed by law or policy).</i>

¹ Public safety entities can complete this life cycle plan for the entire project, for each phase of a project, or for each jurisdiction participating in the project.