



# Corrective Action Plan

*<Project or Solution Name>*

**U.S. Department of Housing and Urban Development**

*<Month, Year>*



## Solution Information

	Information
Solution Name	<Solution Name>
Solution Acronym	<Solution Acronym>
Project Cost Accounting System (PCAS) Identifier	<PCAS Identifier>
Document Owner	<Owner Name>
Project Sponsor	<Sponsor Name>
Version/Release Number	<Version/Release Number>

## Document History

<Provide information on how the development and distribution of the Corrective Action Plan is controlled and tracked. Use the table below to provide the version number, date, author, and a brief description of the reason for creating the revised version.>

Version No.	Date	Author	Revision Description

## Note to the Author

The control gate criteria for each of the seven phases of the Department of Housing and Urban Development's (HUD) Project Planning and Management (PPM) Life Cycle require the completion of various artifacts. Each information technology (IT) project, working in conjunction with the Office of the Chief Information Officer (OCIO), will capture decisions around the PPM Life Cycle tailoring in the *Project Process Agreement* (PPA), which documents the reasons for using, combining or skipping specific artifacts applicable to the project.

This document is a template for a *Corrective Action Plan* document that is to be completed during any phase of the PPM Life Cycle.

The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project:

- Blue italicized text enclosed in angle brackets (<text>) provides instructions to the document author or indicates a field that should be replaced with information specific to a particular project.
- Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.



## Corrective Action Plan Authorization Memorandum

I have carefully assessed the *Corrective Action Plan* for *<Project Name>*. This document has been completed in accordance with the requirements of the HUD PPM Life Cycle.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_ The document is accepted.

\_\_\_\_\_ The document is accepted pending the changes noted.

\_\_\_\_\_ The document is not accepted.

We fully accept the content within this project artifact and associated tasks.

\_\_\_\_\_  
NAME  
Business Project Manager

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME  
Project Sponsor

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME  
Technical Review Sub-Committee

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME  
Investment Review Sub-Committee (if applicable)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME  
Customer Care Committee (if applicable)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME  
Executive Investment Board (if applicable)

\_\_\_\_\_  
DATE



## Contents

1. Purpose .....	1
2. Issue Identification .....	2



## 1. Purpose

The purpose of the *Corrective Action Plan* is intended to formally document steps to be taken when a project has received a 'No-Go Decision' during one of the PPM phase control gates. The following template may be used by the integrated project team (IPT) when their project receives a variance of + or -10% or more in cost, schedule or performance or they are requested by the Technical Review Sub-Committee (TRC) or HUD's Office of the Chief Information Officer (OCIO) to complete one.

The use of this template allows the HUD OCIO senior management team to collect standardized information on strategies and tasks for improving the performance of an investment.

This template is designed to capture the specific tasks, dates, and responsible persons for improving the performance of investments that received a variance of + or -10% or more in cost, schedule, or performance. The template also requires the IPT to consider how their *Corrective Action Plan* may impact other areas of the investment. It is possible that a *Corrective Action Plan* may consist of multiple strategies to improve performance depending on the number of areas that are in need of improvement.

Corrective action plans may be subject to review by the TRC and CIO in order to assess the feasibility of the plan. Plans that do not sufficiently address the issue(s) identified during the Control Gate Review may require an additional meeting with the TRC. This meeting will serve as a forum where the IPT and the TRC can collaborate on approaches for improving the effectiveness of the *Corrective Action Plan*.



## 2. Issue Identification

Brief Description of the Issue:					
Detailed Description of the action plan strategy:					
Task Number	Corrective Task	Owner	Start Date	End Date	Comments
1.1					
1.2					
1.3					
1.4					
1.5					

Table 1 – Issue Identification