



Town of Sudbury

Select Board

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PROJECT TRACKING POLICY

(Adopted 11/17/20)

On a quarterly basis, the Select Board shall revisit a current list of ongoing, significant Projects with the Town Manager.

The current list of significant Projects shall be determined by vote of the Select Board. In general, designation as a significant Project shall be a function of factors such as:

- Financial impact (including direct and indirect expense and revenue impact)
- Impact on town services (including public safety, education, recreation, housing)
- Impact on town character and natural resources (including historic, open space, water)

Triggers for consideration of adding a project to the list of ongoing, significant Projects shall include but are not limited to:

- Appropriations voted at Town Meeting exceeding a dollar threshold (e.g. the dollar threshold above which Select Board approval is required to approve contracts)
- Litigation whose outcome could have significant impact on the town
- Large items in the 5-year capital forecast

The goals, status, and timeline of each ongoing, significant Project shall be concisely summarized and made easily available for public inspection (such as posted in a prominent location on the town website). Non-public details which may have a detrimental effect on the negotiating position of the public body (as determined by the Board in Executive Session) may be omitted or redacted.

The most recent, concise summary per project shall be posted near the top of the Project “page” to include:

- Date project was first voted “Significant” by the Board
- Goal statement of the project
- Target completion date (original target, current target)
- Sequenced list of project milestones / dates
 - Original estimates
 - Current estimates
- Estimated costs to complete
 - Original estimates

- Current estimates
- Sequenced list of funding sources
 - Current summary of expenditures against those funds
- Risk statement (what could cause project to not be successfully completed on time, on budget)
- Risk mitigation statement (what is being done to minimize the likelihood of each risk)

The project page for each significant Project shall also include organized links and attachments to relevant public documents and materials created or received by the Town.