[Home](https://lorax.pca.state.mn.us/)Toggle navigation

* [Resources](https://lorax.pca.state.mn.us/resources) 
  + [Audio-visual equipment](https://lorax.pca.state.mn.us/resources/audio-visual-equipment)
  + [Geographic information systems (GIS)](https://lorax.pca.state.mn.us/resources/IT/GIS)
  + [Communications](https://lorax.pca.state.mn.us/resources/communications)
  + [Conference rooms](https://lorax.pca.state.mn.us/resources/conference-rooms)
  + [Data services](https://lorax.pca.state.mn.us/resources/data-services)
  + [MN.IT@MPCA](https://lorax.pca.state.mn.us/resources/IT)
  + [Library Services](https://lorax.pca.state.mn.us/resources/library)
  + [Office procedures manual](https://lorax.pca.state.mn.us/resources/OPM)
  + [Training and development](https://lorax.pca.state.mn.us/resources/training)
  + [Video conference services](https://lorax.pca.state.mn.us/resources/video-conference-services)
  + [Webcasts](https://lorax.pca.state.mn.us/resources/webcasts)
* [Operations](https://lorax.pca.state.mn.us/operations) 
  + [Agency operations](https://lorax.pca.state.mn.us/operations/agency)
  + [Agency performance review](https://lorax.pca.state.mn.us/operations/performance)
  + [Budget reports](https://lorax.pca.state.mn.us/operations/budget)
  + [Continuous Improvement](https://lorax.pca.state.mn.us/operations/CI)
  + [Contracts and outgoing grants](https://lorax.pca.state.mn.us/operations/contracts)
  + [Grants — incoming and cooperative agreements](https://lorax.pca.state.mn.us/operations/incoming-grants)
  + [Labor Management Committee](https://lorax.pca.state.mn.us/operations/lmc)
  + [Management teams & media forums](https://lorax.pca.state.mn.us/operations/teams-forums)
  + [Purchasing](https://lorax.pca.state.mn.us/operations/purchasing)
  + [Records management](https://lorax.pca.state.mn.us/operations/records)
  + [Baldrige Assessment](https://lorax.pca.state.mn.us/baldrige-assessment)
* [Programs](https://lorax.pca.state.mn.us/programs) 
  + [Construction stormwater inspector's headquarters](https://lorax.pca.state.mn.us/programs/construction-stormwater-inspectors-headquarters)
  + [Control Equipment](https://lorax.pca.state.mn.us/programs/control-equipment)
  + [Community Involvement Guide](https://lorax.pca.state.mn.us/programs/community-involvement-guide)
  + [Emergency response](https://lorax.pca.state.mn.us/programs/emergency-response)
  + [Enforcement Response Plan](https://lorax.pca.state.mn.us/programs/enforcement-response-plan)
  + [EAO Division publications](https://lorax.pca.state.mn.us/services/eao-division-publications-inventory-project)
  + [Feedlot Program headquarters](https://lorax.pca.state.mn.us/feedlot-program-headquarters)
  + [Industrial Stormwater Program inspector's headquarters](https://lorax.pca.state.mn.us/programs/industrial-stormwater-program-inspectors-headquarters)
  + [Permitting](https://lorax.pca.state.mn.us/permitting)
  + [Site assessment and petroleum remediation referrals](https://lorax.pca.state.mn.us/programs/site-assessment-program)
  + [Solid waste permitting](https://lorax.pca.state.mn.us/solid-waste-permitting)
  + [SSTS law and rule history](https://lorax.pca.state.mn.us/programs/history-of-minnesota-ssts-laws)
  + [Water quality compliance and enforcement inspector's page](https://lorax.pca.state.mn.us/programs/water-quality-compliance-and-enforcement-inspectors-webpage)
  + [Water quality monitoring planning](https://lorax.pca.state.mn.us/programs/water-quality-monitoring-planning)
  + [Water quality permit writers guidance](https://lorax.pca.state.mn.us/programs/water-quality-permit-writers-guidance)
  + [Watershed project management](https://lorax.pca.state.mn.us/programs/watershed-project-management)
* [HR & policies](https://lorax.pca.state.mn.us/hr) 
  + [Safety](https://lorax.pca.state.mn.us/HR/safety)
  + [Employee benefits](https://lorax.pca.state.mn.us/HR/benefits)
  + [Family Medical Leave Act](https://lorax.pca.state.mn.us/family-medical-leave-act)
  + [For supervisors & managers](https://lorax.pca.state.mn.us/HR/supervisor-manager)
  + [Job postings and seniority rosters](https://lorax.pca.state.mn.us/HR/jobs)
  + [New employees](https://lorax.pca.state.mn.us/Hr/new-employees)
  + [Policies](https://lorax.pca.state.mn.us/policies)
* [Our community](https://lorax.pca.state.mn.us/community) 
  + [Employee recognition](https://lorax.pca.state.mn.us/community/recognition)
  + [Eco Experience](https://lorax.pca.state.mn.us/community/eco-experience)
  + [Health promotion](https://lorax.pca.state.mn.us/community/health)
  + [Leadership Forum](https://lorax.pca.state.mn.us/leadership-forum)
  + [MPCA Combined Charities](https://lorax.pca.state.mn.us/combinedcharities)
  + [Shout Out](https://lorax.pca.state.mn.us/shout-out)
  + [Sustainability](https://lorax.pca.state.mn.us/community/sustainability)
  + [eBulletin Board](https://lorax.pca.state.mn.us/news/ebulletin-board)
* [MPCA website](http://www.pca.state.mn.us/)

1. [Operations](https://lorax.pca.state.mn.us/operations)
2. [Contracts and outgoing grants](https://lorax.pca.state.mn.us/operations/contracts)
3. Workplan

**Workplan**

Your role in the workplan process

As the project manager for your Professional Technical (PT) contract, you will be working with a contract specialist to prepare your workplan.   The https://lorax.pca.state.mn.us/modules/file/icons/application-octet-stream.png[Roles and Responsibilities Matrix](http://s-sp33/appnet/docpop/docpop.aspx?docid=1640545&client=activex) defines the phases of a contract and who is involved in the various tasks. This will help you understanding your responsibility within each phase of a contract.

Developing your contract project workplan

A project workplan specifies your project goals, objectives, tasks, timeline, and budget. Each workplan must include:

* Project summary
* Statement of problems and existing conditions
* Project goal, objectives, tasks and sub-tasks
* Measures and outcomes
* Gantt chart (schedule)
* Budget

Resources

For greater efficiencies the following documents are available to guide program staff and contractors.

* https://lorax.pca.state.mn.us/modules/file/icons/application-octet-stream.png[Contracts content and formatting checklis](http://s-sp33/appnet/docpop/docpop.aspx?docid=1777011&client=activex)
* https://lorax.pca.state.mn.us/modules/file/icons/application-octet-stream.png[Project Workplan - template (e-admin9-38)](http://s-sp33/appnet/docpop/docpop.aspx?docid=1808011&client=activex)
* https://lorax.pca.state.mn.us/modules/file/icons/application-octet-stream.png[Budget/Gantt Chart template (e-admin9-39)](http://s-sp33/appnet/docpop/docpop.aspx?docid=1902238&client=activex)

Eligible and ineligible costs

The Project Manager will work with their Contract Specialist to identify the appropriate eligible and ineligible costs for your project. The Contracts Unit has compiled a list of https://lorax.pca.state.mn.us/modules/file/icons/x-office-document.png[Common eligible and ineligible costs](https://lorax.pca.state.mn.us/sites/default/files/OSD_Contract-Team_Indirect-Cost-Overview-files_New_Intranet_eligible-ineligible-costs.docx) for reimbursement. Use this list to customize your individual contract (eligible and ineligible costs are based on several factors, including State Laws or Rules, Agency policy and practices, legal precedent and the Attorney General’s advice, and financial audits and the Auditor’s advice).

Travel expenses

Talk with your Contract Specialist about allowable travel expenses.

Review/negotiate process

Evaluate the contractor’s workplan, timeline, and budget. The State may request clarification or revision. If a contractor would like to see a sample contract this can be provided by a contract specialist. If the contractor took exception to the sample contract, then those items, along with price, will need to be negotiated.

Finalize your PT contract

The contract specialist will route the finalized contract in Swift. The contract is a legal, binding document requiring several signatures for execution. Timelines for obtaining signatures vary by contract type. Once fully executed, the contractor and the Project Manager are expected to read and comply with all conditions of the contract. The contractor is also expected to keep accurate financial records of the project.