Project Plan

**Project Details**

Project:

Project Sponsor:

Project Manager:

Start Date:

Completion Date:

**Document Details**

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| Version | Modifications | Author | Date |
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**Plan Description**

This section will include a brief summary of what the plan will cover and the planning approach.

**Plan Prerequisites**

This section will include any aspects that must be in place for the plan to succeed.

**Planning Basis**

Scope

This section will define the scope of the project which the project plan must adhere to, including:

* What the project must deliver
* What’s in and out of scope
* The impact of the project – geographically, financially, etc.
* Outlining all who will be affected by the project.

Work Breakdown Structure

This section should include the work breakdown structure; alternatively insert a note on where the project’s work breakdown structure can be found.

Change Control Management

This section should include the change control process for managing the project when changes to the project must be made.

Milestones

This section includes the milestones in the project and when they need to be completed by. They may be presented in this format:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Delivery Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Phases

This section should include the phases that need to be performed in the project, for instance initiation and planning. They may be presented in this format:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Sequence |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Activities

This section will include the activities that need to be completed during certain phases of the project and may be presented in this format:

|  |  |  |  |
| --- | --- | --- | --- |
| Phase | Activity | Description | Sequence |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Tasks

This section will include the tasks which need to be completed in a project and in what order and phase. Again, it’s an extension of the previous section and may look something like this:

|  |  |  |  |
| --- | --- | --- | --- |
| Phase | Activity | Task | Sequence |
| The phase | The activity | Task ‘A’ | 1st |
| Task ‘B’ | 2nd |
| Task ‘C’ | 3rd |
|  |  |  |  |
|  |  |
|  |  |

Effort

This section will add to the tasks section and should include the effort (i.e. timescale) taken to complete a task. It may be presented in the following format:

|  |  |
| --- | --- |
| Task | Effort |
|  |  |
|  |  |
|  |  |
|  |  |

Resources

This section will once again add to the task section and should include the resources taken to complete a task. It may be presented in this format:

|  |  |
| --- | --- |
| Task | Resource |
|  |  |
|  |  |
|  |  |
|  |  |

The resources section may also include a resource calendar to identify key resources and when they’re needed.

**Project Plan**

Schedule

In this section you will need to create a schedule for each of the phases within the project, it may look something like this:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Duration** | **January** | | | | **February** | | | |
| 07/01/13 | 14/01/13 | 21/01/13 | 28/01/13 | 04/02/13 | 11/08/13 | 18/02/13 | 25/02/13 |
| Phase | 15 days |  | | | | | | | |
| Task 'A' | 5 |  | | | | | | | |
| Task 'B' | 4 |  | | | | | | | |
| Task 'C' | 5 |  | | | | | | | |
| Task 'D' | 2 |  | | | | | | | |
| Task 'E' | 4 |  | | | | | | | |
|  |  |  | | | | | | | |
| Phase | 30 days |  | | | | | | | |
| Task 'A' | 18 |  | | | | | | | |
| Task 'B' | 5 |  | | | | | | | |
| Task 'C' | 10 |  | | | | | | | |

**Budget Management**

In this section the project’s budget management plan should be inserted, alternatively, provide a note of where it can be found.

This section should also include a cost baseline to provide the basis for tracking, reporting and managing costs. It may be presented in this format:

|  |  |  |
| --- | --- | --- |
| Phase | Budget Total | Comments |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Procurement Management**

In this section the project’s procurement management plan should be summarised. Alternatively, if the procurement management process is complicated, provide a note of where this document can be found.

**Risk Management Plan**

This section should provide the approach taken in identifying, managing and mitigating risks in the project.

**Communications Management Plan**

This section should provide the communication requirements for the project, as well as how information is distributed and how frequently.

It should also include the project team details; these can be presented in the following format:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Role | Email | Mobile | Office Number |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Dependencies**

In this section, dependencies must be listed. They may be presented in the following format:

|  |  |  |
| --- | --- | --- |
| Activity | Depends on | Dependency |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Assumptions**

This section will include planning assumptions that have been made.

**Constraints**

This section will include planning constraints that may have been identified.

**Appendix**

This section will include documentation that might be relevant to the Project Plan.