**Micro Project Plan**

**Description**

The purpose of the Project Plan is to outline statement of the scope, objectives and participants in a project. It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager. It serves as a reference of authority for the future of the project.

**Objectives**

* Reasons for undertaking the project
* Objectives and constraints of the project
* Directions concerning the solution
* Identities of the main stakeholders
* Identifies High Level Milestones

**On-going Activities throughout Project Lifecycle**

The Project Plan should be referenced to confirm project direction and track to milestone dates.

**Roles and Responsibilities**

The Project Plan should be developed by the Project Manager with significant input from the Project Team and Project Sponsor(s).

**Template Instructions**

Update sections per italicized instruction and remove italics (if desired) when complete.

**I. Project Title & Description** (*What is the Project and High Level Statement of scope?*):

**II. Project Manager Assigned and Authority Level** (*Who is given Authority to lead the project, and can he/she determine, manage and approve changes to budget, schedule and scope – at what levels?*)

**III. Business Need** (*Why is the Project being done?*)

**IV. Project Justification** (*Business Case – On what Financial or other basis is the project valuable?*)

**V. Resource Roles & Responsibilities:**

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| --- | --- | --- | --- |
| Name | Role | Responsibilities | Department |
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**Budget** *(Operational planning budget, not necessarily what will be charged to client)*

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| --- | --- | --- | --- | --- | --- |
| **Description** | **Rate** | **Estimated Units needed** | **Estimated Total** | **Actual Units Needed** | **Actual Total** |
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| **Total Budget** |  |  |  |  |  |

**VI. Stakeholders** (*Who will affect, or be affected by the project as known to date?*) & Stakeholder Requirements as Known (*Requirements related to both the project and project scope?*):

 Sponsor(s):

 *Requirement(s):*

 Client(s):

 *Requirement(s):*

 Subject Matter Experts(s):

 *Requirement(s):*

 End User(s):

 *Requirement(s):*

**VII. Project Deliverables** (*What specific* *project deliverables are requested and what will be the end deliverable of this project?*)

 **IN SCOPE:**

 **OUT OF SCOPE:**

**VIII. Constraints and Assumptions** (*A constraint is any limiting factor. An assumption is something that is perceived to be true but might not be.*)

**CONSTRAINTS:**

**ASSUMPTIONS:**

**IX. Risks** (*Any factors or circumstances that can delay the project or otherwise cause the project to not be successful*.)

**X. Milestone Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item #** | **Milestone/Task** | **Assigned to** | **Dependencies** | **Target/ Actual Start Date** | **Target/ Actual End Date** | **Estimated/Actual Time (in hours)** | **% Complete** |
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**XI. Communication Plan**

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| --- | --- | --- | --- | --- | --- |
| **Communication Activity/Tool** | **Delivery Mechanism** | **Objective** | **Owner** | **Audience** | **Frequency** |
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