Delivery Project Plan

|  |  |
| --- | --- |
| Project Name: |  |
| Created/Updated: |  |
| Project Lead: |  |

### 1.0 Purpose of Project

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| --- |
| (Briefly introduce the project. How did it come about? Why are we undertaking it? What is the problem or opportunity? How will this project benefit Carnegie Mellon? You can use the Purpose from the original project charter.)) |

### 2.0 Objectives & Deliverables

|  |  |
| --- | --- |
| Objectives To accomplish this goal, the following will be done: | Deliverables The following will be delivered as a result of accomplishing this objective. *Where possible, tie deliverables to objectives.* |
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### 2.5 Scope Control

*Complete the following aspects of scope that further define this project.*

|  |  |  |
| --- | --- | --- |
| In Scope | **Out of Scope** | **Uncertain** |
|  |  |  |
|  |  |  |
|  |  |  |

Areas in which to define the scope of the project include:

a) Business functions and processes

b) Systems with which this project will interface

c) Interdependencies with other projects

d) Interdependencies with other groups (internal/external)

e). Technology expected to be deployed by this project (software, hardware, infrastructure, communication).

### 3.0 Approach

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| *Describe the approach, or strategy, for your project. For example, will you be developing a system in-house, or purchasing a vendor package? Will the project be delivered in phases as part of a larger project? Will you be developing prototypes or pilots? If working with a new technology, will there be a critical decision point where you will decide to move forward or implement a contingency plan?* |

### 3.5 Time Line

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| --- | --- |
| **Milestone / Deliverable** | **Completion Date** |
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### 4.0 Stakeholder Roles & Responsibilities

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| --- | --- | --- | --- |
| **Project Role** | **Who** | **Project Responsibilities** | **% Time** |
| Sponsor |  |  |  |
| **Project Manager** |  |  |  |
| Project Team |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **Others** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Tech Integration** |  |  |  |

### 4.5 Communication Plan

How will key stakeholders be kept involved/informed about the project status?

|  |  |  |
| --- | --- | --- |
| **What** | Who  (is involved/receives) | Frequency |
| Team Meetings |  |  |
| Meetings with Sponsor |  |  |
| Written Status Reports |  |  |
| Other Forms of Communication |  |  |

### 5.0 Project Budget

|  |  |  |
| --- | --- | --- |
|  | **Initial Cost** | **Recurring Cost** |
| People | | |
| * Staffing |  |  |
| * Consultants |  |  |
| * Training/Documentation |  |  |
| System | | |
| * Hardware |  |  |
| * Software |  |  |

### 6.0 Risk Plan

*Define key risks such as assumptions, dependencies, and constraints and a planned response for each.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Impact On Project** | **Risk\* Rating** | Risk Plan  **or**  Mitigation Strategy | **Person Responsible** | **In Place By** |
|  |  |  |  |  |  |
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# *\*Rating = Probability that the risk will happen (H,M,L) x the Severity of the Impact if it does (H,M,L).*

|  |  |  |  |
| --- | --- | --- | --- |
| HxH = H | HxM = H | HxL = M | MxL = M |

### 7.0 Assumptions

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| --- |
| *This plan is based on the following assumptions (about resources, policies, schedules, technologies, etc.):* |

### 8.0 Success Criteria

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| How we know we are successful. How to measure success: |

### References

*List documents where more detailed information about this project can be found.*