

Project Plan

Project Name: _____

Prepared By: _____

Date: _____

A Executive Summary

Information in the project summary areas was started during the project concept phase and should be included here. Information includes the project name, original estimates, plan revision numbers, points of contact, etc.

Business Need/Problem

Identify business need/problem that needs to be solved.

Statement of Work

This statement should be short and to the point. It should not contain language or terminology that might not be understood.

Project Objectives

Provide a brief, concise list of what the project is to accomplish.

Project Approach

Describe the strategy to deliver the project. For example, it may describe a phased strategy, contracting approach, reference to implementation, etc. Subsections may be created to present the strategy.

B Additional Project Requirements

Provides a detailed listing of project requirements, with references, to the Statement of Work, the Work Breakdown Structure, and specifications. This would also include any mechanisms used to assist in the management control over the project. Escalation procedures, cyclical management reporting, and project status reports should also be included.

No	Requirement	SOW Reference	Task Reference	Specification Reference	Date Completed	Comments/ Clarification
1.						
2.						
3.						
4.						
5.						

C Budget Overview

Please answer the following questions by marking “Yes” or “No” and provide a brief response as appropriate.					
Is this an updated Project Plan? If so, reason for update:				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Budget for project by fiscal year and is project funded? If so, for what amount(s) and period(s)					
Budget Amount:	Fiscal Year:	Funded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Budget Amount:	Fiscal Year:	Funded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Budget Amount:	Fiscal Year:	Funded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

D Agency Points of Contact

This should be the list of individuals that will be involved with the project during the Execution Phase.

Position	Name	Phone	E-mail
Project Manager			
Executive Sponsor			
Senior Technical Contact			
Procurement Contact			
Project Team Member			
Project Team Member			
Customers:			

Other Stakeholders:			
Other:			

E Contractor Information

Company Name:

Position	Name	Phone	E-mail
Project Manager			
Senior Technical Contact			
Contracts Contact			
Other			

F Technical Project Components

Provide a detailed listing of the Requirements Definition, Specifications, Design, and Implementation and Training Plans for inclusion into the project activities.

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G Project Plan Documents Summary

Check the box for each document included in the project plan.

PROJECT SCOPE STATEMENT

Provides a documented description of the project as to its output, approach, and content.

CRITICAL SUCCESS FACTORS

Provides the project team, and management, with project critical success factors (objectives) that all members of the team understand, accept, and are committed to.

WORK BREAKDOWN STRUCTURE

Describes a deliverable-oriented grouping of project elements which organize and define the total scope of the project.

ORGANIZATIONAL BREAKDOWN STRUCTURE

Provides an organization chart that defines the communications channels, responsibilities, and the authority of each participating person/unit.

- COST BENEFIT ANALYSIS**
Provides the project team with information to make a balanced decision about the costs and benefits, or value, of various economic choices.

- RESOURCE PLAN**
Describes the major resources needed to proceed with the execution of the project.

- PROJECT SCHEDULE**
Provides the project schedule using a Gantt chart. The schedule must include milestones, task dependencies, task duration, work product delivery dates, quality milestones, configuration management milestones, and action items.

- RISK PLAN**
Provides a description of all risks identified for the project and a plan to integrate risk management throughout the project.

- PROCUREMENT PLAN**
Identifies those needs for the project which can be met by purchasing products or services from outside of the agency.

- QUALITY PLAN**
Provides a Quality Plan that defines the person(s) responsible for project quality assurance, procedures used and resources required to conduct quality assurance.

- COMMUNICATIONS PLAN**
Defines the information needs of the project stakeholder, and the project team by documenting what, when, and how the information will be distributed.

- CONFIGURATION MANAGEMENT PLAN**
Provides the project team with a change management methodology for identifying and controlling the functional and physical design characteristics of a deliverable.

- PROJECT BUDGET ESTIMATE**
Describes cost and budget considerations including an overview, additional resource requirements, and estimated cost at completion.

- PROJECT PLANNING TRANSITION CHECKLIST**
The Project Planning Transition Checklist ensures that planning activities have been finished, reviewed, and signed off so that the project may move into the Execution Phase.

<Department>

<Project Name>

H Signatures

The signatures of the people below relay an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Project Plan.

Name/Title	Signature	Date