

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.					
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	Task	Specificatio	Date	Comments/ Clarification
	•	Reference	Reference	n Reference	Completed	
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2.						
3.						
4.						
5.						

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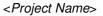
Please answer the following questions appropriate.	by marking "Yes" or "No" and prov	ide a brief re	esponse	as
Is this an updated Project Plan? If so, rea	son for update:		☐ Yes	□ No
Budget for project by fiscal year and is pro	ject funded? If so, for what amount(s)	and period(s))	
Budget Amount:	Fiscal Year:	Funded?	☐ Yes	□ No
Budget Amount:	Fiscal Year:	Funded?	☐ Yes	□ No
Budget Amount:	Fiscal Year:	Funded?	Yes	□ 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:							
	1	1	1				
E Contractor Info	rmation						
Company Name:							
Position	Name	Phone	E-mail				
Project Manager							
Senior Technical Contact							
Contracts Contact							
Other							
for inclusion into the project activities.							
G Project Plan Do	cuments Summa	ry					
Check the box for each docun	nent included in the projec	ct plan.					
PROJECT SCOPE S	ГАТЕМЕНТ						
Provides a documented description of the project as to its output, approach, and content.							
☐ CRITICAL SUCCESS							
Provides the project team, and understand, accept, and are c		ect critical success factors (objectives) that all membe	ers of the team			
Work Breakdowi	STRUCTURE						
Describes a deliverable-orient	ed grouping of project ele	ements which organize and	define the total scope of	the project.			
ORGANIZATIONAL E	REAKDOWN STRUCTU	RE					
Provides an organization char	t that defines the commu	nications channels, respon	sibilities, and the authority	of each			

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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.







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

