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**Project Plan for <Project Name>
<Project Reference>**

Orientation to the Project

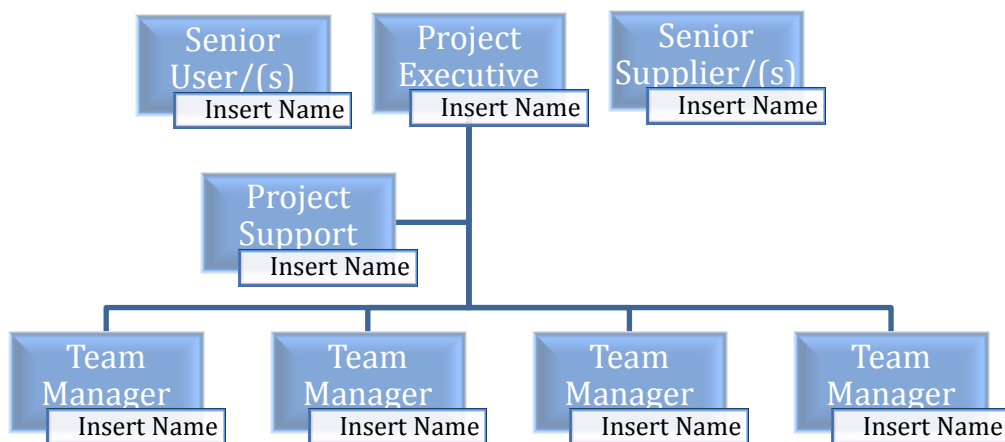
Project Name			
Investment Theme	Revenue Generation		Revenue Defence
	Cost Reduction		Cost Avoidance
	Regulatory		Regulation:
Programme Name			
Responsible Department			
Department/s Impacted			
System/s Impacted			
	Funding	Cost Centre	Split
Department			<Amount>(<%>)
Department			

Project Board		Other stakeholders	
Project Executive		Department Head	
Senior User/(s)		Department Financial Rep.	
		Information Officer	
Senior Supplier/(s)		Project manager	

Stakeholder map

Name	Interest Area	Engagement/Information Required	Frequency

Project Management Team Structure



Plan Description

<A high-level description of the plan and the approach used during the planning process>

Plan prerequisites

<Any fundamental aspects that must be in place, and remain in place, for the plan to succeed>

External Dependencies

Project Dependencies	Impact	Owner
<External Business area, project or programme>		

System Dependencies	Impact	Owner
<System>		

Planning assumptions

<List the assumptions that have influenced the content of this Project Plan.>

Lessons incorporated

<Details of relevant lessons from previous similar projects, which have been reviewed and accommodated within this plan>

Project Controls

The following project controls have been agreed between the Project Board and Project Manager

Project Board Controls	Required?	Format	Frequency	Rationale
Project Plan	Choose	Written (Formal)	End of Initiate	
Business Case	Choose	Written (Formal)	End of Initiate	
Stage Plan	Choose	Written (Formal)	Stage End	
Highlight Report	Choose	Slide	Monthly	
Exception Report	Choose	E-mail	As Required	
End Stage Report	Choose	Slide	Stage End	
End Project Report	Choose	Written (Formal)	Project Closure	

Project Success Criteria

Items in the table below have been agreed as criteria against which the success of this project will be measured

Criteria	Definition	Measure
Cost	The degree to which the project has been delivered according to agreed cost.	Actual final project delivery against the agreement reached at the end of Initiation, including the causes of any delays.
Time	The degree to which the project has been delivered according to agreed time.	Actual final project delivery against the agreement reached at the end of Initiation, including the causes of any cost variances.

Time and Cost (Estimated confidence level: Entire Project ~ 45%; Initiate Stage ~ 85%)

	Time	Tolerance (Time)	Cost	Tolerance (Cost)
Full Project	01 May 2014 (24 months)	±2 months (1 March to 1 July 2014)	\$ 1 500 000	±10% (\$1 350 000 to \$1 650 000)

Anticipated Stage Cost and Time

Management Stage	Technical Phase (if applicable)	Time	Planned Start	Planned End	Expected Cost
Stage 1 (initiation)	N/A	Duration	<Date>	<Date>	<Amount>
Stage 2	<Analyse>		<Date>	<Date>	
Stage 3	<Design - Functional>		<Date>	<Date>	
Stage 3	<Design - Technical>		<Date>	<Date>	
Stage 4	<Build>		<Date>	<Date>	
Stage 5	<Test>		<Date>	<Date>	
Stage 6	<Deploy>		<Date>	<Date>	
STAGE *	<Closure>		<Date>	<Date>	

Tolerances

Management Stage	Technical Phase (if applicable)	Time Tolerance	Expected Cost
Stage 1 (initiation)	N/A	±1 week (1 June to 7 June 2014)	±10% (\$110 000 to \$130 000)
Stage 2	<Analyse>		
Stage 3	<Design - Functional>		
Stage 3	<Design - Technical>		
Stage 4	<Build>		
Stage 5	<Test>		
Stage 6	<Deploy>		
Stage *	<Closure>		

Product Descriptions (Summary) Full product descriptions are located at <link/location>

Stage	Products	Resource	Time	Budget	Signature
Stage 1 (initiation)	Key Product Name/(s)	<#><Type>	<Duration>	<Amount>	Name
Stage 2	Key Product Name/(s)	<#><Type>	<Duration>	<Amount>	Name
Stage 3	Key Product Name/(s)	<#><Type>	<Duration>	<Amount>	Name
Stage 4	Key Product Name/(s)	<#><Type>	<Duration>	<Amount>	Name
Stage 5	Key Product Name/(s)	<#><Type>	<Duration>	<Amount>	Name
Stage 6	Key Product Name/(s)	<#><Type>	<Duration>	<Amount>	Name
Stage 7	Key Product Name/(s)	<#><Type>	<Duration>	<Amount>	Name
Stage 8	Key Product Name/(s)	<#><Type>	<Duration>	<Amount>	Name
Stage 9	Key Product Name/(s)	<#><Type>	<Duration>	<Amount>	Name
Stage *	Key Product Name/(s)	<#><Type>	<Duration>	<Amount>	Name
	Totals				

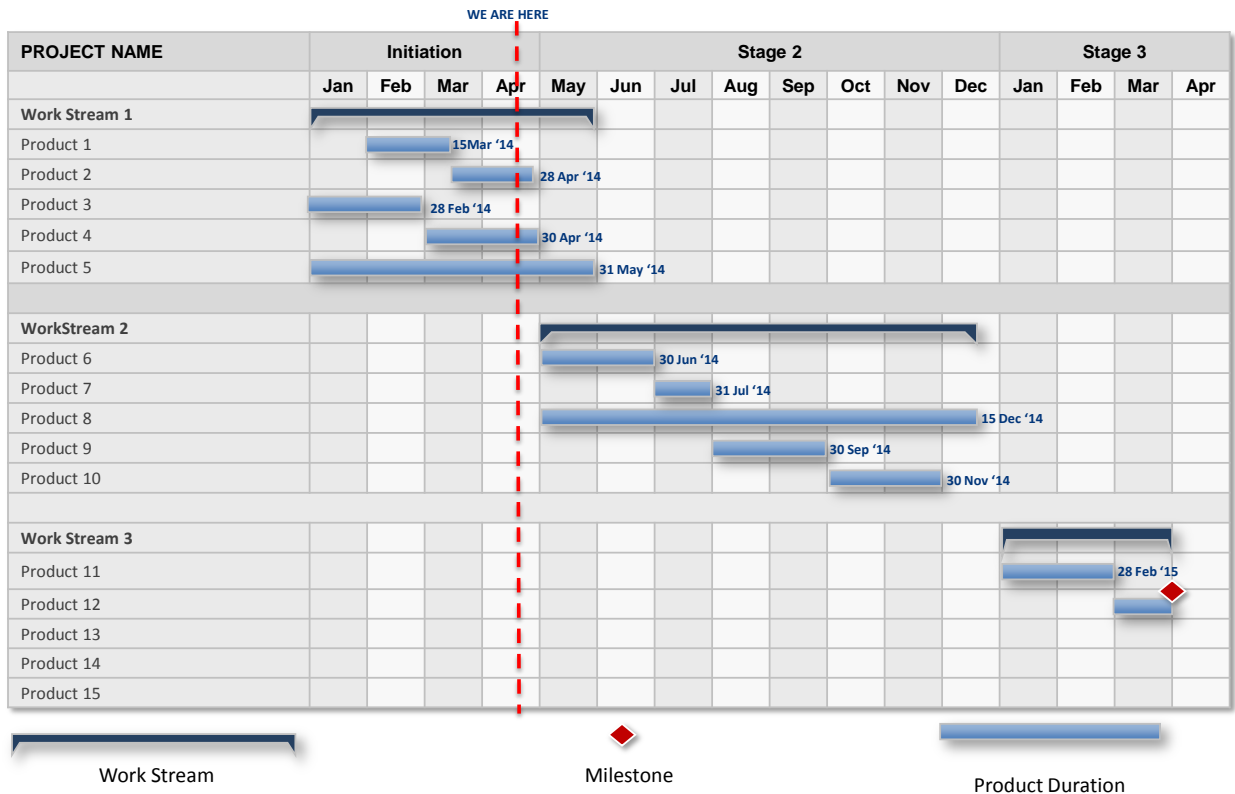
Products Excluded from Project Scope

Product	Potential for future inclusion
<Product Name>:<Description>	Choose
	Choose
	Choose

Customer Quality Expectations Full quality expectations are recorded in the detailed product description

Definition of Customer Quality Expectation	Acceptance Criteria
<Usability, Availability, Performance>	<Description of acceptance criteria and how it will be measured?>

High Level Schedule (Summary Gantt chart)



Approval Signatures

Name	Role	Signature	Date
	Project Executive		
	Senior User		
	Senior Supplier		
	Project Manager		