# Project Plan

Project Name:

Project Manager:

Project Sponsor:

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A summary of this Project Plan is documented in the current revision of the one page Project Charter.

## Scope

Provide a brief narrative overview of the project strategy that can be understood in more detail by reviewing the remainder of this Project Plan document.

### Goal

Provide a sentence or two that describes the project goal. The goal should meet the SMART criteria – specific, measurable, actionable, realistic and time-bound.

### Deliverables & Acceptance Criteria

|  |  |  |
| --- | --- | --- |
|  | **Deliverable Name** | **Deliverable Description or Prioritized Acceptance Criteria** |
| **Final Deliverables** |  |  |
| **Interim Deliverables** |  |  |
| **Project Management Deliverables** |  |  |

### Work Breakdown Structure (WBS) link

## Assumptions & Constraints

## Risk

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Number** | **Date Risk Identified** | **Risk Description** | **Risk Assessment** | | **Mitigation** | **Responsible for Mitigation** | **Contingency** | **Residual Risk Post Mitigation** |
| **Probability** | **Impact** |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
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## Roles & Responsibilities

### RACI

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverables / Major Activities** | **Executive Sponsor** | **Sponsor** | **Project Manager** | **Team Member** | **Team Member** | **Team Member** | **….** |
|  |  |  |  |  |  |  |  |
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**Key:**

**R – Responsible for ‘doing the work’**

**A – Accountable for ensuring that the work gets done**

**C – Consult or Contribute knowledge to the work**

**I – Informed as the work gets done, or at completion**

## Summary Schedule

Summary schedule by stages and major events

## Financials

Post project budget here

## Project Plan Appendix:

### Stakeholder Management Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Stakeholder** | **Level of Engagement (Current / Desired)** | **Success Criteria** | **Strategy to Maximize Engagement** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Communication Plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Audience**  **(Who)** | **Content**  **(What)** | **Timing**  **(When)** | **Medium**  **(How)** | **Responsible** | **Feedback** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Scope / Change Control Process

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date Logged** | **Status** | **Description** | **Impact of Accepting** | **Impact of Rejecting** | **Alternatives** | **Decision** | **Decision Date** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

### Issue Log

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Issue Number** | **Date Logged** | **Status** | **Description** | **Resolution** | **Date Resolved** | **Responsible** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### Decision Log

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Decision Description** | **Responsible** | **Status** | **Date Logged** | **Decision (Approved / Denied)** | **Date (Approved / Denied)** | **Notes** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |