|  |  |  |  |
| --- | --- | --- | --- |
| <Organization Logo (optional)> |  |  |  |

**<Name of Organization>**

**Project Plan**

**<Project Name>**

**Responsible**

This project plan was prepared by:

|  |  |  |
| --- | --- | --- |
| <Name> |  | <Date> |
| **<Position>**  **<Organization>** |  | **Date** |

[*Explanatory notes (including this one) enclosed in square brackets* [ ] *should be deleted from the final version of your document*.]

# Project Goal(s)

[*Provide a concise statement of the project’s goal*.]

The purpose of the project is to

# Background and geographical coverage

[*Provide a brief discussion of the history of the project, its potential and expected customers or users, their interest in its completion, and the opportunity that has made the project necessary or viable. Include relevant historical background information, current economic outlook, geographical coverage and demographics.*]

……

# Success Criteria

[*This section states the criteria for success of the project They should be clearly stated, specific, attainable, and measurable. This is not about project budget, timelines, or other project variables but the project’s expected outcomes]*

The project will be successful:

* [*list*]

# Project Scope

[*This section succinctly states the major products resulting from the project. Major deliverables are tangible, quantifiable, and measurable. See section 10.0. Also, include here specific things that will NOT be delivered by the project.*]

The major deliverables for this project are:

* [list]

The project will NOT deliver:

* [list]

# Links and Dependencies

[*This section describes other projects your organization has ongoing or events that will affect the outcome of this project’s deliverables or timetable. Identify other projects that depend on the output of this project and describe the dependency.*]

This project is dependent on the following:

* [list]

# Constraints

[*This section describes any potential constraints that could have an impact on the success of the project. Areas of constraint could include: budget, resource availability, technology, current applications, client willingness and readiness, schedule, policies, organization, and external factors.*]

Constraints that could impact project success include:

* [list]

# Assumptions

[*Document all assumptions used to build the project plan. Typical assumptions might be the use of tried and true technology or an off-the-shelf solution, availability of key people, that a related project will complete its contribution to this project’s work, access to funding, etc*.]

The following assumptions have been made for the project:

* [*list*]

# Major Risks

[*This section describes the major risks identified at the start of the project. The risk must be stated in an “If, then” statement where the “if” represents the threat and the “then” represents the impact to the project. Include the probability of the risk as assessed at the development of the plan, and the Impact to the project. Also include the risk management strategy]*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Risk Statement*** | ***Probability*** | ***Impact*** | ***Risk Management*** |
| If… Then | H, M, L | H, M, L | Accept, Transfer, Mitigate, Avoid |
|  |  |  |  |

# Milestones

[*This section provides a detailed list of the major milestones for the project and the expected timeline at which each of these milestones will be met. Milestones mark the completion of deliverables, or phase completions. Indicate the Target Completion Date for each project milestone]*

Following is a list of major project milestones:

| ***Milestone*** | ***Target Completion Date***  *(Month Day, Year)* |
| --- | --- |
| Project Starts |  |
| M1 |  |
| M2 |  |
| M3 |  |
| Project Completion |  |

# Stakeholder Management

[*This section describes the stakeholders identified for the project, as well as the strategy to manage them. Include activities like consultation, meetings, workshops and its expected outcomes]*

……

# Operational Planning

[*Describe how the project will move into operation. Include information like milestones, dependencies, regulatory requirements, sequence of events to ensure the Capital Investment will transform into operational capabilities. Also include other operational activities beyond the scope of the project that may be required to successfully operate the service. Inlude aspects like new tools, processes, new technical capabilities, support contracts, etc.]*

……