

PROJECT PLAN TEMPLATE

- Project title
- Project purpose
- Background and strategic context
- Other related projects
- Project objective
- Scope including key deliverables
- Assumptions
- Constraints
- Deliverables
- Project client/owner
- Project sponsor
- Project manager
- Manager of the project manager
- Project team members
- Key stakeholders
- Schedule
 - Work Breakdown Structure (WBS)
 - Gantt Chart

Item	Milestone date	Responsibility

- Resources and cost plan
 - Budget / cash flow
 - Human Resource planning schedule
 - Roles and responsibilities
 - Procurement schedule
 - Combined resources & cost schedule

Deliverable/ Milestone/ Phase	Resource	Cost

- Project risk assessment

Risk	Level (High / Medium / Low)	Management strategy

- Quality management plan

Item from WBS	Agreed quality standard	Recovery procedure

- Communications and reporting plan

Stakeholder	Information required	When required	Format

- Controls

Outline how you are going to track, monitor and report on the project. For example:

- Status reports
- Exception reports
- Issues/ risk log
- Variance requests

Project approvals

Project Manager

Project sponsor

Project Client/ Owner

Other