**Updated Project Plan & Business Case**

**Telco Cloud Migration Project**  
**Date:** [Insert Date]  
**Prepared By:** [Project Manager]

**1. Executive Summary**

* Brief overview of the project status, objectives, and key changes since last update.
* Summary of updated business justification.

**2. Project Plan Updates**

**2.1 Schedule**

* Updated Gantt chart or milestone list reflecting progress and changes.
* Summary of any schedule delays or accelerations with reasons.
* Revised major milestones and delivery dates.

**2.2 Scope**

* Summary of current project scope.
* List of any scope changes approved or proposed.
* Impact of scope changes on schedule, cost, and quality.

**2.3 Budget and Cost Forecast**

* Original budget vs. current forecast.
* Explanation of variances (cost overruns, savings).
* Updated budget allocation by work package or phase.

**2.4 Resource Plan**

* Updates to team roles and responsibilities.
* Any changes to vendor or third-party support.
* Adjustments to resource allocation based on progress.

**3. Business Case Update**

**3.1 Strategic Alignment**

* Confirmation project still aligns with organizational strategy and goals.
* Any changes in business priorities impacting the project.

**3.2 Benefits Realization**

* Updated list of expected benefits (e.g., cost savings, performance improvements).
* Status of benefits realization to date.
* Any changes in benefits forecast.

**3.3 Costs**

* Summary of total expected costs, including any contingency adjustments.
* Comparison against initial estimates.

**3.4 Risks and Issues Impacting Business Case**

* Key risks or issues that may affect cost, schedule, or benefit delivery.
* Mitigation actions planned or executed.

**4. Assumptions and Constraints**

* Updated assumptions affecting planning and execution.
* Any new or changed constraints (e.g., regulatory, technical, resource).

**5. Recommendations**

* Summary of recommendations for project continuation, changes, or escalation.
* Decisions required from the Project Board or Steering Committee.

**6. Approvals**

| **Name** | **Role** | **Signature** | **Date** |
| --- | --- | --- | --- |
| [Project Manager] | Project Manager |  |  |
| [Sponsor Name] | Project Sponsor |  |  |
| [Steering Committee] | Steering Committee |  |  |