

Project plan

Project name	Client / Sponsor	Project manager

1 Executive summary

A short summary of the project plan

2 Background

Description with a clear and defined connection to the goals. It is advisable to connect to any related project in the background description.

3 Purpose

The impact the project is expected to create, i.e. why it is important to execute the project.

4 Goal

The result the project should deliver, i.e. what should be achieved when the project is executed.

5 Scope

What is included as part of the project and must be performed in order to deliver the goal. The scope is described with a WBS at the overarching level – main packages with a brief description of each. The complete WBS should be included as an attachment.

6 Limitations

What the project should not deliver. The purpose is to avoid false expectations among the different stakeholders.

7 Requirement

7.1 Product requirements

The product specification describes the product that is to be delivered. It is a description of the product in terms of its functionality, performance, quality, etc.

7.1.1 Functional requirements

The functional requirements describe the functions that the product must have.

7.1.2 Non-functional requirements

The non-functional requirements describe the technical specifications of the product in details: e.g. colors, performance, quality metrics.

7.2 Project requirements

Requirements on the execution and prioritization between the project's triple constraints.

7.3 Prerequisites

Demands on the project's sponsor/owner or client that have to be achieved to ensure the project's execution and result.

8 Handover & Implementation

How to deliver the product to the client and implement it into the environment it is meant for.

9 Situational analysis and stakeholders

9.1 SWOT-analysis

Mapping and analysis of external and internal factors that might affect execution.

Strengths	Weaknesses	Opportunities	Threats	Conclusions

9.2 Stakeholder mapping

Mapping and analysis of individuals, groups and organizations that might affect the project or will be affected by the project.

10 Planning

10.1 Milestone plan

Stakeholders may want an overarching flow chart or table of the project's most important milestones as a indicator if the project is falling behind.

10.2 Activity list

List of activities where time and resources are estimated

ID	Activity	Resources	Start	Stop

10.3 Sprint plan

Alternatively to activity list, a project can be divided into sprints. The first sprint should be planned in detailed here but also determine sprint lengths and frequency of sprint planning meetings

10.4 Schedule

Activity plan with a time axis where duration and connection between activities and milestones are shown. Present the schedule in a separate document. (If sprints are used, list sprints above in sprint plan)

11 Schedule & staffing

11.1 Roles, responsibilities and authorities

Organizational structure that specifies project roles and with this authorities and responsibilities.

11.2 Staffing plan

Who is given which role in the project

12 Project budget

The project's preliminary calculation – a outline of internal and external costs for resources needed to execute the project.

Internal costs	External costs	Other costs	Summary

13 Communication and quality assurance

13.1 Reports and documents

Rules and routines on how to follow up and report on the project.

13.2 Communication plan

Plan for spreading information in the purpose of guaranteeing the right target group gets the right information at the right time and through the right channels

Who	Why	What	When	How	Responsible

14 Risk analysis and response planning

Risk identification, risk evaluation and risk Response Planning.

Risk	Probability(1 to 5)	Impact(1 to 5)	Risk(P*I)	Risk Response

15 Other

Anything else?