

Project plan

Project name	Client / Sponsor	Project manager

1 Executive summary

A short summary of the project plan

2 Mission

2.1 Background

Description with a clear and defined connection to the goal and the business value, (see Project Charter). It is advisable to connect to any related project in the background description.

2.2 Purpose

The impact the project is expected to create, i.e. why it is important to execute the project, (see Project Charter).

2.3 Goal

The result the project should deliver, i.e. what should be achieved when the project is executed, (see Project Charter).

2.4 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.

2.5 Limitations

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

3 Requirement specification

3.1 Product specification

Requirements on the project's result/product

3.2 Project specification

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

3.3 Prerequisites

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

4 Handover & Implementation

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

5 Situational analysis and stakeholders

5.1 SWOT-analysis

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

Strengths	Weaknesses	Opportunities	Threats	Conclusions

5.2 Stakeholder mapping

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

6 Planning

6.1 Milestone plan

An overarching flow chart or table of the project's most important milestones (start from the WBS structure)

6.2 Stages

As an alternative to milestones, a project can be divided into stages. The length of the stages is determined here. Also replace the activity list with a stage log and replace the schedule with a project board.

6.3 Activity list

List of activities where time and resources are estimated (start from the WBS structure)

ID	Activity	Resources	Start	Stop

6.4 Schedule

Activity plan with a time axis where duration and connection between activities and milestones are shown. Present the schedule in a separate document.

7 Schedule & staffing

7.1 Roles, responsibilities and authorities

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

7.2 Staffing plan

Who is given which role in the project

8 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

9 Communication and quality assurance

9.1 Reports and documents

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

9.2 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

10 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

11 Other

Anything else?