

# 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 goals. 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.*

### 2.3 Goal

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

### 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

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

Strengths	Weaknesses	Opportunities	Threats	Conclusions

### 5.2 Stakeholder mapping

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*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

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*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.*

### 6.2 Activity list

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*List of activities where time and resources are estimated*

ID	Activity	Resources	Start	Stop

### 6.3 Sprint plan

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*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*

### 6.4 Schedule

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*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)*

## 7 Schedule & staffing

### 7.1 Roles, responsibilities and authorities

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

### 7.2 Staffing plan

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*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?*